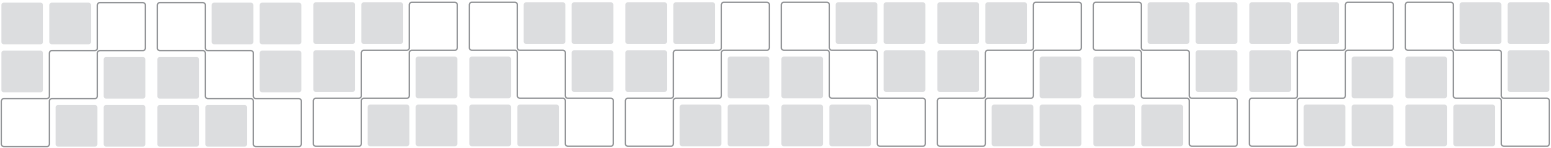


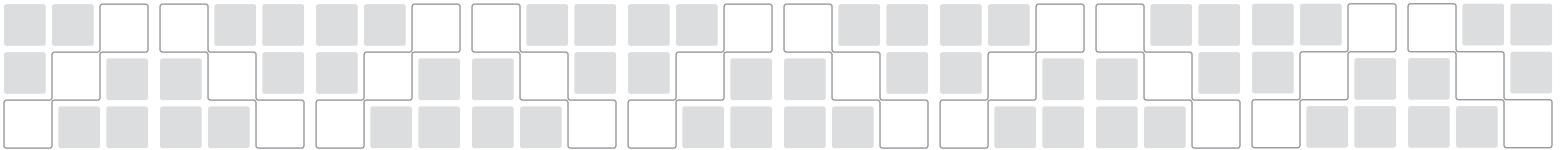
NIH POSTBAC HANDBOOK

OFFICE OF INTRAMURAL TRAINING & EDUCATION
NATIONAL INSTITUTES OF HEALTH

build your career, shape the future



NIH POSTBAC HANDBOOK





OFFICE OF INTRAMURAL TRAINING & EDUCATION • 2 CENTER DRIVE • BUILDING 2, SECOND FLOOR • BETHESDA, MD 20892-0240 • 301 496 2427
The NIH is dedicated to building a diverse community in its training and employment programs.

Office of Intramural
Training & Education
Office of Intramural Research
Office of the Director
National Institutes of Health
U.S. Department of Health
and Human Services

Dear NIH Postbac:

This is an exciting time to be a biomedical researcher. Molecular biology and genetics are providing novel insights into human disease, and new technologies are enhancing our ability to understand the complex interplay between genes and environment. We understand the importance of interdisciplinary research teams and are harnessing the powers of biology, chemistry, physics, computer science, bioinformatics, and the social/behavioral sciences to improve human health globally. Research from bench to bedside - and back again - will be an increasing reality during your scientific career.

Your postbac experience is the start of your professional career. Over the years you will be expected to think and act with increasing independence. Even at this early stage, while senior investigators in your lab may provide some guidance, you will be expected to take responsibility for many things. For example, you will be expected to set your own schedule, actively seek learning opportunities, design and interpret your own experiments, and present your results in informal and formal settings. You may be learning a new field, new jargon, new technologies, and even a new work culture. At the same time you must make important decisions about your future, and some of you will navigate the academic application and interview process while juggling full-time work in the lab. To do all of this successfully, and to make the most of your time at NIH, we encourage you to take advantage of the many resources we provide to help you build a strong foundation for your scientific career.

The Office of Intramural Training & Education (OITE) supports the postbac community at NIH. We are here to facilitate all aspects of your training – from helping you get settled to helping you complete a successful NIH experience to sending you off on your next educational adventure. We are happy to answer your questions, advise you of resources available to the NIH community, and link you to postbacs and other trainees at NIH. We hope you will participate in many scientific, academic, and professional development activities at the NIH; the research, interpersonal, and professional skills you develop here will be the foundation for your future career success.

Once again, welcome to the NIH. I hope you will become a vital contributor to the NIH community and that you will leave your personal mark on your lab and the institution. I look forward to meeting you, discussing your scientific interests, and working with you as you develop the skills needed to become a leader in the biomedical research community.

Sincerely,

Sharon L. Milgram, PhD
Director, Office of Intramural Training & Education
Senior Investigator, National Heart, Lung, & Blood Institute
Adjunct Investigator, National Human Genome Research Institute

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WHAT IS A POSTBAC, ANYWAY?



We are including under the term “Postbac” individuals who have recently completed a bachelor’s degree and are spending a year (or possibly two) in the NIH Intramural Research Program (IRP), i.e., at the NIH, conducting biomedical research while applying to graduate or professional school. Individuals participating in either the Postbaccalaureate Intramural Research Training Award (IRTA) program (CRTA program in the National Cancer Institute) or the NIH Academy meet these criteria. We are also including Technical IRTAs, individuals who hold a bachelor’s or master’s degree and who are spending two (or possibly three) years conducting biomedical research with the intention of developing superior laboratory or technical support skills. Finally, individuals who have received support from the Undergraduate Scholarship Program (UGSP) during their college years, have received their bachelor’s degrees, and are completing their payback obligations by conducting biomedical research in the NIH IRP are considered Postbacs for the purposes of this handbook.

Regardless of what you are called, you all have in common the (relatively) recent completion of a bachelor’s degree, a commitment to a short-term biomedical research experience in the NIH IRP, and the opportunity to be a contributing member of the scientific community at the NIH.

This is your chance to see what it feels like to be a scientific researcher. You will be in the lab full-time (or more than full-time). Your PI will be depending on you and your results, often to the same extent that he/she depends on the graduate students and postdocs in the lab.

OITE – THE OFFICE OF INTRAMURAL TRAINING & EDUCATION

OITE is responsible for ensuring that your experience in the NIH Intramural Research Program is as rewarding as possible. We are here to help **all** NIH trainees become creative leaders in the biomedical research community, but **you** must take the initiative to make the most of your time at the NIH. **You** need to make certain that, when you leave the NIH, you take with you the technical, communication, problem-solving, and interpersonal skills you will need as you move forward in your career.

Research should be your highest priority while you are at the NIH. OITE aims to ensure that you also take part in relevant career development activities, learn all you can from the scientific staff at the NIH and your fellow trainees, and have a good time. In addition, OITE staff members are available to help you resolve any problems that might arise during your time at the NIH.

Specifically, we encourage you to

- take part in an orientation session when you arrive at the NIH to make certain you get off to a good start;
- subscribe to one or more electronic mailing lists to keep aware of activities and job opportunities;
- visit the OITE Web site, www.training.nih.gov, regularly to check for new opportunities;
- stop in at OITE “Open Offices” for refreshments and a chance to talk with OITE staff members and other trainees;
- participate in career and professional development workshops;
- make use of the OITE Career Library;
- attend some of the many scientific seminars, lectures, and lecture series offered at the NIH;
- join the Postbaccalaureate IRTA Committee and help build the postbac community;
- share your research with the NIH community by presenting a poster at the Spring Research Festival;
- explore and contribute to the community around you; and
- sign up with our new Career Services Center for pre-professional and graduate school advising.

OITE programs complement the training activities of the NIH Institutes and Centers (ICs). We work closely with the Postbaccalaureate IRTA Committee to develop programs for trainees who are recent college graduates.

OITE is located on the second floor of **Building 2**. We maintain an open-door policy and encourage you to drop by anytime.

WHO'S WHO IN THE OITE?

The OITE encompasses several biomedical research training programs: the **Postbaccalaureate and Summer Research Program (PSRP)**, the **Graduate Partnerships Program (GPP)**, and the **Office of Postdoctoral Services (OPS)**. Postbacs fall under the first of these.



Sharon L. Milgram, PhD
Director, OITE
301-594-2053
milgrams@mail.nih.gov



Patricia M. Sokolove, PhD
Deputy Director, OITE
301-402-3889
sokolovp@mail.nih.gov

POSTBACCALAUREATE AND SUMMER RESEARCH PROGRAM (PSRP) STAFF



Deborah F. Cohen, MS
Director, PSRP
301-402-1907
cohend@mail.nih.gov



Yolanda D. Mock Hawkins, PhD
Director, NIH Academy
301-435-8014
mocky@mail.nih.gov



Darryl M. Murray, PhD
Director, UGSP
301-594-2222
murrayda@mail.nih.gov



William Higgins, PhD
Pre-professional Advisor
higginsw@mail.nih.gov



Toni Fields, MS
Administrative Support, UGSP
301-496-2555
fieldst@mail.nih.gov



Lizette Hutchins
Administrative Support, UGSP
301-443-8215
hutchinsl@mail.nih.gov



Leondra Ray, MS
Management Analyst
NIH Academy,
301-451-6637
rayle@mail.nih.gov

OTHER OITE STAFF



Patricia A. Cole, PhD
Director, ILRP
301-402-1283
colep@mail.nih.gov



Lori Conlan, PhD
Director, OPS
301-435-7231
conlanlo@mail.nih.gov



Elaine M. Diggs, NCC, NCCC
Career Counselor
301-443-9945
diggse@mail.nih.gov



Caroline M. Duffy, Director
of Student Services, GPP
301-451-8268
duffyca@mail.nih.gov



Kathryn Foisie
Program Coordinator, GPP
301-594-9339
foisiek@mail.nih.gov



Shirley C. Forehand
Director of Marketing, OITE
301-402-2174
forehans@mail.nih.gov



Julie Gold, MSW
Leadership and Professional
Development Coach, OITE
301-594-9603
goldje@mail.nih.gov



Anne Kirchgessner, LCPC, NCC
Career Counselor
301-443-8350
kirchgessnera@mail.nih.gov



Natalie Moses
Administrative Assistant, ILRP
301-402-3262
mosesn@mail.nih.gov



Shawn Mullen, PhD
Coordinator, OPS
301-451-7420
mullensh@mail.nih.gov



Betsey Wagener, PhD
Deputy Director, GPP
301-443-4430
wagenerel@mail.nih.gov



Pat Wagner, PhD
Director of Admissions &
Registrar, GPP
240-476-3619
wagnerpa@od.nih.gov



Barbara Ward
Executive Assistant, OITE
301-594-9605
wardb@od.nih.gov



Adrian Warren
Program Manager, OITE
301-402-3831
warrenad@mail.nih.gov

POSTBACCALAUREATE ORIENTATION: GETTING WHAT YOU CAME FOR!

Join the staff of the Office of Intramural Training & Education for tips on making the most of your time at the NIH. Orientations are scheduled throughout the year. Check the OITE Web site or ask your Institute or Center Training Office for information on date, time, and location. If you begin at a different time of the year, drop by Building 2 for a one-on-one orientation.

Participants in the Postbaccalaureate IRTA program, the Technical IRTA program, the NIH Academy, and the Undergraduate Scholarship Program are encouraged to attend.

USING THE POSTBAC HANDBOOK

This handbook addresses the postbac experience as it plays out on the main NIH campus in Bethesda. General topics, such as fitting into your new lab or Federal holidays, will apply to all postbacs, but if you are located in Baltimore or Frederick, Montana or North Carolina, Phoenix or Detroit, some of the details will not apply to you. For example, safety training in North Carolina will be arranged by the NIEHS, and parking arrangements will be campus-specific. Use the sections in this handbook as a guide to the issues you should investigate regardless of where you are located. OITE staff members will be visiting postbacs at all locations and are available to answer your questions.

Please address suggestions for improving this document to Debbie Cohen at cohend@mail.nih.gov.

THE OITE WEB SITE

The OITE Web site, www.training.nih.gov, can provide you with valuable information during your stay at the NIH. Notices of important events are posted on the homepage under "What's New" and "For Current Trainees." You will also go to this site to register for career development activities and complete program evaluations.

MORE ABOUT THE OITE CAREER SERVICES CENTER

The OITE Career Services Center was established in 2007 to serve all of the trainees in the NIH intramural community. Our goal is to ensure that NIH trainees are aware of the many jobs available, both at and away from the bench, and to provide the resources to help them identify good personal options. Our career counselors run workshops, lead small group discussions, and schedule individual appointments available to all. These are designed to assist trainees in self-assessment, career exploration, goal setting, and finding positions. Staffing includes

- a pre-professional advisor, who can talk with you about the decision to go to graduate or medical school, choosing schools and programs, strategies for taking the MCAT or GRE exam successfully, filling in gaps in your credentials, writing personal statements, and interviewing;
- career counselors, who can assist you with figuring out "what you want to be when you grow up" by analyzing your strengths, weaknesses, and values; help you write resumes and CVs; and coach you through the job search process; and
- counselors who can aid you in developing a more assertive presence, dealing with interpersonal conflicts that might arise in the lab, managing time and stress, and more personal issues.

To schedule one-on-one appointments with these individuals please visit the OITE Web site, www.training.nih.gov and click on Career Services. If you are on or near Bethesda, your appointments will be in Building 2 on the main campus. If you are at another NIH location, the counselors/advisors will come to you or we will arrange phone interviews. Keep your eyes open for announcements.

Efforts of the Career Services Center staff are supplemented by the OITE Career Library, which is housed on the second floor of Building 2 in Bethesda. Career libraries have also been set up in Baltimore and Frederick.

INTRODUCTION TO THE NATIONAL INSTITUTES OF HEALTH (NIH)

WHAT IS THE NIH?

Founded in 1887, the National Institutes of Health is one of the world's foremost medical research centers and the Federal focal point for medical research in the United States. NIH is the steward of medical and behavioral research for the Nation. Its mission is the pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability.

The goals of the NIH are to

- drive fundamental discoveries, innovative research strategies, and their applications as a basis to advance the Nation's capacity to protect and improve health.
- develop, maintain, and renew scientific human and physical resources that will assure the Nation's capability to prevent disease.
- expand the knowledge base in medical and associated sciences in order to enhance the Nation's economic well-being and ensure a continued high return on the public investment in research.
- promote the highest level of scientific integrity, public accountability, and social responsibility in the conduct of science.

In realizing these goals, the NIH provides leadership and direction to programs designed to improve the health of the Nation by conducting and supporting research in the

- causes, diagnosis, prevention, and cure of human diseases.
- processes of human growth and development.
- biological effects of environmental contaminants.
- understanding of mental, addictive, and physical disorders.
- collection, dissemination, and exchange of information in medicine and health.

INSTITUTES AND CENTERS (ICs) OF THE NIH

The NIH is one of the eight agencies of the Public Health Service (along with the Food and Drug Administration and the Centers for Disease Control and Prevention) and is part of the U.S. Department of Health and Human Services (DHHS). The NIH is composed of 27 separate **Institutes** and **Centers (ICs)** and the **Office of the Director (OD)**. Each IC has its own mission of supporting biomedical research and training, in the **intramural** (here at the NIH) and/or **extramural** (at universities and research institutes worldwide) research communities. All but three ICs receive their funding directly from Congress and administer their own budgets. The 27 ICs are listed below. Those shown in bold type participate in the Intramural Research Program.

CC	NIH Clinical Center
CIT	Center for Information Technology
CSR	Center for Scientific Review
FIC	John E. Fogarty International Center
NCCAM	National Center for Complementary and Alternative Medicine
NCI	National Cancer Institute
NCMHD	National Center on Minority Health and Health Disparities
NCRR	National Center for Research Resources
NEI	National Eye Institute
NHGRI	National Human Genome Research Institute
NHLBI	National Heart, Lung, and Blood Institute
NIA	National Institute on Aging
NIAAA	National Institute on Alcohol Abuse and Alcoholism
NIAID	National Institute of Allergy and Infectious Diseases

NIAMS	National Institute of Arthritis and Musculoskeletal and Skin Diseases
NIBIB	National Institute of Biomedical Imaging and Bioengineering
NICHD	Eunice Kennedy Shriver National Institute of Child Health and Human Development
NIDA	National Institute on Drug Abuse
NIDCD	National Institute on Deafness and Other Communication Disorders
NIDCR	National Institute of Dental and Craniofacial Research
NIDDK	National Institute of Diabetes and Digestive and Kidney Diseases
NIEHS	National Institute of Environmental Health Sciences
NIGMS	National Institute of General Medical Sciences
NIMH	National Institute of Mental Health
NINDS	National Institute of Neurological Disorders and Stroke
NINR	National Institute of Nursing Research
NLM	National Library of Medicine
OD	Office of the Director

ACRONYMS

If your first few days at the NIH did not convince you that we all speak in acronyms, the list of ICs in the section above should have. We have listed a few of the acronyms used at the NIH below in the hope of helping you to communicate in your new surroundings.

ACUC	Animal Care and Use Committee
AO	Administrative Officer
CAN	Common Accounting Number
CIT	Center for Information Technology
CV	Curriculum Vitae
DDIR	Deputy Director for Intramural Research
DHHS	Department of Health and Human Services
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
FAES	Foundation for Advanced Education in the Sciences
FNIH	Foundation for NIH
FTE	Full-Time Equivalent
FY	Fiscal Year
IC	Institute/Center
IRTA	Intramural Research Training Award
NED	NIH Enterprise Directory
NRC	National Research Council
NSF	National Science Foundation
OEO	Office of Equal Opportunity
OHRM	Office of Human Resource Management
OHSR	Office of Human Subjects Research
OIR	Office of Intramural Research, OD, NIH
OMS	Occupational Medical Service
OPM	Office of Personnel Management
ORS	Office of Research Services
ORWH	Office of Research on Women's Health
PI	Principal Investigator
SD	Scientific Director
SEEP	Student Educational Employment Program
TSP	Thrift Savings Plan
VF	Visiting Fellow

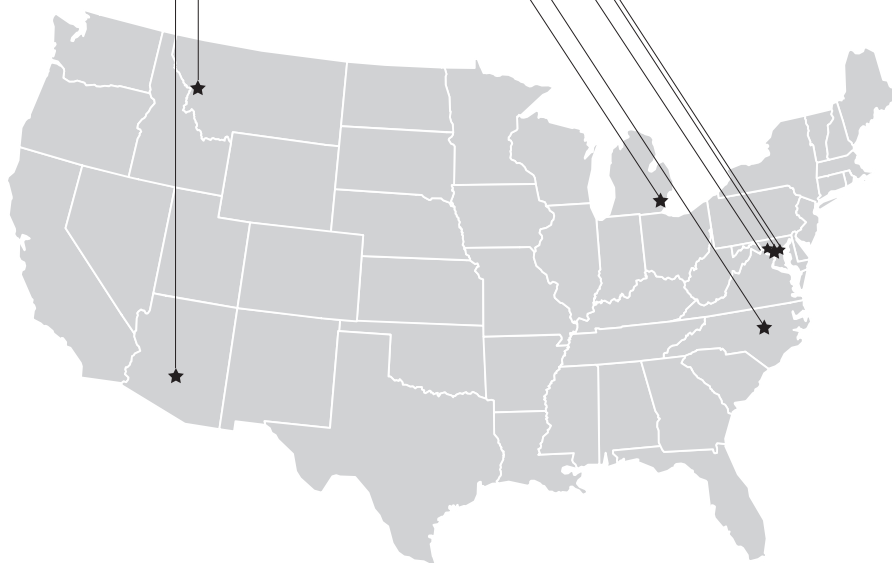
For a comprehensive list, see:
<http://www.nih.gov/employee/acronym.html/>.

NIH CAMPUSES

The main NIH campus is located in Bethesda, Maryland, just 10 miles from the center of Washington, DC. Important offices located on the Bethesda campus include the Office of the Director, the Office of Intramural Research, and the Office of Intramural Training & Education, which oversees postbac training. A large number of research facilities, offices, and institutional resources are spread across more than 300 acres in over 75 buildings on the Bethesda campus.

Many NIH scientists conduct their research in laboratories located on the main campus in Bethesda, but others work on NIH campuses across the country. Other NIH facilities where postbacs may train include

- the Twinbrook Cluster in Rockville, MD, less than 5 miles from the NIH Bethesda campus;
- NCI Frederick Cancer Research and Development Center (FCRDC) at Fort Detrick in Frederick, MD;
- the NIEHS facility in Research Triangle Park (RTP), North Carolina;
- the NIA and NIDA in the Biomedical Research Center in Baltimore, MD;
- the Rocky Mountain Laboratories of the NIAID in Hamilton, MT;
- the Perinatology Research Branch of the NICHD in Detroit, MI; and
- the Phoenix Epidemiology and Clinical Research Branch (PECRB) of NIDDK in Phoenix, AZ.



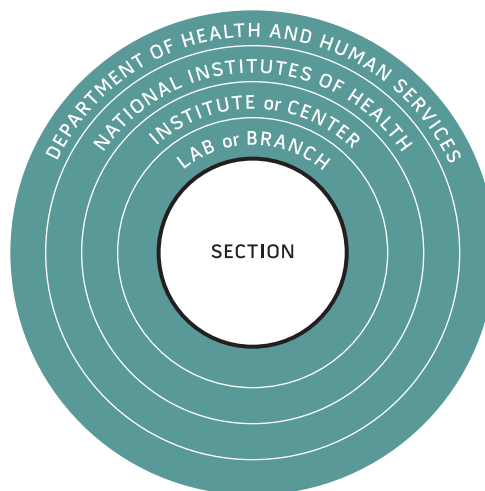
UNDERSTANDING INSTITUTE/CENTER ORGANIZATION AND ADMINISTRATION

The organizational structure of the NIH is both similar to and different from that of most universities. Universities are typically organized around schools and colleges (e.g., School of Medicine, School of Public Health) that are subdivided into departments and units. The NIH consists of Institutes and Centers (ICs), not unlike the schools/colleges found in many academic institutions. All NIH faculty have a primary appointment in one IC; this IC provides space, funding, and administrative support for the lab and is the “intellectual home” for all personnel in the lab. Like faculty at universities, NIH faculty can have adjunct/joint appointments in other ICs. In addition, mechanisms to facilitate interaction across ICs have been formalized so that scientists and clinicians with common interests can easily interact and collaborate.

Most IC intramural programs are organized into **laboratories** and **branches**. Originally the distinction was that branches had at least one clinical investigator, while labs contained only basic scientists – this distinction has somewhat fallen by the wayside. Labs and branches are headed by **lab/branch chiefs** (who also run their own labs) and consist of 2 or more **sections** (headed by other senior investigators) and possibly 1 or more **units** (headed by **tenure-track investigators or principal investigators**, PIs). Large labs and branches may include 10 to 12 PIs, but in general a lab or branch consists of 4 to 8 PIs. Each PI is responsible for a group of postdocs, technicians, staff scientists, and administrative support personnel. These individuals can provide additional support and resources for postdocs; you should make an effort to meet the other scientists, trainees, and support staff in your lab/branch and in your IC.

When you join a lab, you become a member of your PI's IC. You have access to the scientific resources of this IC, including core facilities, scientific seminars, retreats, and professional development activities organized by the IC. Administrators in your IC will handle many day-to-day details of your NIH experience (i.e., ID badge procurement, building access, travel, computer support, e-mail, etc.), so it is important that you meet these individuals as soon as possible. Some of these key personnel are listed below.

Scientific Director (SD): The SD is the head of the Intramural Research Program of the IC; **deputy directors, branch chiefs** and **lab chiefs** typically work closely with the SD to develop and maintain a strong research environment in the IC. The SD, deputy directors, branch chiefs, and lab chiefs are senior scientists who can provide you with information about your IC and about science in general. Although they will be very busy, you should make an effort to meet these individuals at various IC seminars, retreats, and training meetings.



Administrative Officer (AO): An AO supports and coordinates many functions related to the overall operation of the IC, including finances, budgets, procurement, human resources, trainee support, space, facilities management, and travel. Once you join a lab, you will work closely with an AO in your IC regarding your funding and other needs (i.e., renewal of awards, health insurance, travel, etc.). It is extremely important for you to build a good relationship with the AOs in your IC. Go and see them “early and often” and respect the many responsibilities they are managing.

Travel Planner: The travel planner is an administrator in the lab who works under an AO to help personnel with the paperwork required for work-related travel (i.e., travel to scientific meetings, IC retreats, etc.). This person's title will vary from IC to IC but will be some version of program assistant, program manager, or administrative assistant. Ask your PI or direct supervisor to introduce you to the lab travel planner well in advance of your first trip, as government travel rules are complex and require considerable advance preparation.

Training Director: The Training Director is responsible for organizing programs and providing additional mentoring for trainees in an IC. Not all ICs have full-time training directors, but most have one or more individuals to coordinate specific programs and activities for trainees. You should make an effort to meet the training director(s) in your IC and to learn about specific opportunities open to trainees in the IC (e.g., workshops, trainee retreats).

WHO CONDUCTS BIOMEDICAL RESEARCH AT THE NIH?

Laboratories at the NIH vary greatly in size. A small lab may have only a half dozen staff members, while a large group may include thirty. Regardless of size, fitting in with this team and contributing to its productivity should be one of your major goals. Take cues from your coworkers. What is the dress code? How do individuals contribute to the success of the group? Is cooperation or competition stressed? How much chatting goes on? Are iPods and cell phones in use? You are going to spend a lot of time with these people over the coming year. Take the time to consider seriously the best ways for you to interact with them.

Your laboratory may include individuals from some or all of the following groups.

Principal Investigators: Principal investigators hold a doctoral degree. They can be either tenured or tenure-track investigators. These individuals run their own labs and have the authority to hire all of the remaining groups of scientists.

Staff Scientists: Staff scientists generally hold a doctoral degree. Although they are not principal investigators, they are extremely accomplished scientists. They often fulfill key functions such as managing the laboratory of an extremely busy PI or running a core facility that provides services to many investigators.

Clinical Fellows are individuals who hold a professional doctoral degree (e.g., MD or DDS), have recently completed their internships and residencies, and are at the NIH both to provide clinical services and to conduct research.

Postdoctoral Fellows: More than 3600 individuals who have recently received a doctoral degree are continuing their research training at the NIH. They are generally called **Postdoctoral IRTAs** (CRTAs if they are working in the NCI) if they are U.S. citizens or permanent residents and **Visiting Fellows** if they are citizens of another nation. Individuals can spend no more than five years as a postdoctoral fellow at the NIH. In order to stay longer, they must be promoted either to **Research Fellow**, a move that allows them to remain for an additional three years, or to a permanent position.

Graduate Students: The NIH is the research home for more than 480 graduate students. They complete their coursework at and receive their degrees from their university and conduct all or part of their dissertation research at the NIH.

Medical Students: Medical students who have completed their core electives and who have the permission of their institutions can spend one or two years conducting research at the NIH through the Clinical Research Training Program (CRTP) or the Howard Hughes Medical Institute (HHMI) Research Scholars Program. A total of about seventy students participate in these programs each year. Medical students can also complete clinical electives at the NIH.

Postbac Trainees: This group includes you.

Summer Interns: Each summer about 1200 high school, college, graduate, and professional students spend eight to ten weeks working in the laboratories of the Intramural Research Program. These individuals must be at least sixteen years of age and U.S. citizens or permanent residents.

UPON YOUR ARRIVAL



It is helpful to get started on some procedures soon after you arrive at NIH. They are discussed in this section and include

- obtaining your NIH badge,
- setting up your e-mail account,
- registering for health insurance (if necessary),
- setting up your computer and work station,
- making an appointment for a preplacement medical evaluation (if necessary),
- enrolling in Transhare, obtaining a parking permit, or making other transportation arrangements, and
- enrolling in necessary training courses.

Important: The regulations governing the Postbac and Technical IRTA programs are spelled out comprehensively at <http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/>.

NIH ENTERPRISE DIRECTORY (NED) AND NIH ID BADGES

<http://ned.nih.gov/search/search.aspx>

When you complete your appointment paperwork you will be entered into a system called the NIH Enterprise Directory (NED). This is an online, searchable database containing information on all individuals who work at the NIH. Your entry is your official “identity” at the NIH. You should periodically update your contact information in NED; this is easily done online.

When you are first entered into NED (by an AO in your IC), you will receive an individual NIH ID number; this allows you to obtain an NIH e-mail account and an ID badge. All NIH employees and trainees have NIH ID numbers and are required to have an NIH ID badge.

To complete any NIH online training courses you will need to know your NIH ID number, which is printed on your NIH ID badge. You can obtain this number from your NIH AO even before an ID badge has been generated for you.

The subject of obtaining an ID badge for the main campus in Bethesda is discussed in greater detail under “**Security Clearance**”. Students who will work at other campuses not conveniently near Bethesda must obtain an ID badge from these campuses directly. Please contact your AO or the NIH researcher you will be working with for specifics.

NIH E-MAIL ACCOUNTS

<http://mail.nih.gov>

When your appointment to NIH has been finalized, your AO will make a request to the Center for Information Technology (CIT) to generate an NIH e-mail account for you. You will then be contacted by CIT so that they can meet you at your office/lab to create a personal desktop for you on your computer. Before CIT can set up your e-mail account you must complete the NIH online Computer Security Awareness training (<http://irtsectraining.nih.gov/>); you will need your NIH ID number to do this. When finished with the training, be sure to forward your certificate of completion to your AO.

OITE, your lab, and others at the NIH will use this e-mail account to communicate with you. Monitor your NIH e-mail account on a regular basis so that you don't miss out on important information. There are many options for accessing this account, including via the web (<http://mail.nih.gov/>).

NIH Global Address List (GAL or the “Global”) is the database of e-mail accounts at the NIH. You can access Global by clicking on the “Address Book” while in your e-mail inbox to find an e-mail address for anyone working at the NIH. You should periodically check your information in Global to ensure that it is correct.

OITE hosts the OITE-POSTBACS listserv, which is used to post important notices to all postbacs at NIH. **It is very important that you be included on this listserv so that you do not miss out on career development and scientific opportunities!** If you are not currently receiving messages sent to OITE-POSTBACS, visit the OITE Web site to request that your name be added to this list. While you are there, you can also subscribe to Postbac-L, a voluntary listserv that allows NIH postbacs to post reagent requests, seek roommates for professional meetings, and share job postings and/or Club PCR, a social listserv for trainees.

SETTING UP YOUR COMPUTER AND WORK STATION

Your AO plays an important role in helping you to access computing and technical support services at the NIH. Make sure you communicate with him/her regarding your IT needs. In general the Center for Information Technology (CIT) will actually supply the services. Settling in may require that you be provided access by your AO to a phone and a voicemail account, e-mail (above), and a computer with the software you will need to work effectively.

Complete directions for obtaining phone service can be found at <http://www.cit.nih.gov/ProductsAndServices/Telecommunications/TeleServices/>.

To get access to the NIH Network you must first complete the **Entire Information Safety Awareness Course**. The course can be found at <http://irtsectraining.nih.gov>. If you are using an NIH computer and need to log in, you may use the following user name and password; they will work on any NIH computer on the Bethesda campus.

User Name: OD\Sectraining
Password: Thu4\$day (exactly)

After logging in to the site you will be asked to enter your NIH ID number, which is located at the bottom of your NIH ID badge. When you have entered the system, click the second GO option "Entire Information Safety Awareness Course" to launch the course. After completing the course, call 301-496-4357 to inform the Help Desk. You will receive a return call with your actual user ID and password.

When you have a problem with your computer the **NIH Help Desk** (<http://cit.nih.gov/Support/NIHHelpDesk/>) will come to your rescue. You can fill out the Web form at <http://cit.nih.gov/Support/NIHHelpDesk/> or call 301-496-HELP to request assistance. **BE SURE TO PROVIDE YOUR CURRENT LOCATION AND PHONE NUMBER.** The Help Desk staff can also assist you in obtaining software for which the NIH has a license.

FAES HEALTH INSURANCE PROGRAMS

http://www.faes.org/health_insurance.htm

<http://www.carefirst.com/main/html/HomePage.html>

The health insurance offered to NIH trainees by FAES is a CareFirst Blue Cross/Blue Shield Preferred Provider Organization (PPO). Individuals carrying the insurance can select their own physicians and generally will not need a referral to visit a specialist. However, your costs will be lower if you select a physician who is a member of the preferred provider network. You will want to check the list of CareFirst preferred providers when selecting a doctor. A voluntary dental insurance policy, offered by Cigna for which you will pay the premiums, is also available.

All NIH trainees must carry health insurance. You may continue on a policy you already have or enroll in the program offered by the FAES. If you elect FAES health insurance, you have 30 days from the date of your entry on duty at the NIH to sign up. Your health insurance coverage will begin on the date you complete the required paperwork and submit it to the FAES. You should receive an insurance card and a description of your coverage from CareFirst. **Important NOTE:** your health insurance and dental insurance must both be renewed annually. This is **your** responsibility. Health insurance expires one year from the date on which you enroll; dental insurance expires at the end of the calendar year and can be renewed during open season in November.

Your IC will cover the cost if you select FAES health coverage. If you are covered by another insurance policy, you **may** be eligible for reimbursement of your expenditures up to the cost of FAES health insurance. The requirements you must meet to be reimbursed for alternative health insurance are clearly described on the FAES Web site.

COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1986) provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. At the end of your appointment as a postbac, you may be eligible for continued health insurance coverage under COBRA. If you are interested in exploring this option, please contact the FAES office.

PREPLACEMENT MEDICAL EVALUATION

Postbacs are **required** to complete a preplacement medical evaluation **before beginning laboratory work** if they will be working

- in areas frequented by patients at the Clinical Center (i.e., in the ambulatory Care Research Facility or the Hatfield Clinical Research Center),
- with human blood or body fluids,
- with human pathogens,
- with hazardous chemicals,
- with patients, or
- with animals (specifically, live vertebrates).

Preplacement medical evaluations are provided by the Occupational Medical Service (OMS), which is also where you would go if you had a work-related health emergency while at the NIH. Appointments for these 20 minute evaluations **must** be made in advance. **Walk-ins will not be accommodated.** If possible, schedule your evaluation well in advance of your anticipated start date. To schedule an appointment, call 301-496-4411.

If you will breathe the same air as non-human primates, please mention this to OMS prior to your evaluation; they may need to conduct additional tests.

Important: You must bring a completed Documentation of Immunizations form with you when you arrive for your appointment.

SECURITY CLEARANCE

The main NIH campus in Bethesda, MD, is surrounded by a perimeter fence designed to keep the campus safe and secure. Individuals wishing to enter must either present an NIH ID badge or be checked in each day as Visitors. Trainees who will be at the NIH for more than six months must undergo a security investigation that includes fingerprinting prior to issuance of their NIH ID badges. The Division of Personnel Security and Access Control (DPSAC) is the principal component within NIH responsible for managing access onto campus.

For up-to-date information on the process for obtaining an NIH ID badge, please visit <http://idbadge.nih.gov/>.

TRANSPORTATION AND PARKING

<http://dtts.ors.od.nih.gov/transportation.htm>

Postbacs can commute to the NIH in several ways.

TRANSHARE

Transhare is a Federal system designed to increase the use of public transportation. Individuals who live in the National Capital Region and agree to use mass transportation to the NIH are eligible for up to \$120 per month to cover the actual cost of the commute. Complete information on the program can be found at <http://dtts.ors.od.nih.gov/transhare.htm>.

NIH uses SmartBenefits in connection with the Washington Metropolitan Transit Authority. SmartBenefits is a Web-based program whereby NIH loads Transhare Benefits onto the employee's SmarTrip card. SmarTrip is a permanent, rechargeable Farecard. It is like a credit card and is embedded with a computer chip that keeps track of the value of the card. In addition to Metrorail and Metrobus, SmarTrip is accepted on Dash, Ride On, Fairfax Connector, CUE, Loudoun County transit, and registered carpools.

To apply for the NIH Transhare Program, you must fill out a "NIH Transhare Program Application" form in the **NIH Parking Office** (Building 31, Room B3B04). The form has a commuting cost declaration process to assist you in calculating your monthly Transhare benefit. Misrepresentation of your cost declaration could lead to criminal, civil, and/or administrative penalties. To ensure correct cost declaration, the Division of Amenities and Transportation Services uses the WMATA (Metro) Trip Planner found at <http://wmata.com/index.cfm>. If you own a SmarTrip card, simply provide your card number; the card number will become your Transhare benefit account and monthly subsidies will be deposited directly into this account. You can download your monthly subsidies at a Passes/Farecard machine at any Metro station. If you plan on using SmartBenefits, it is beneficial to purchase a SmarTrip card from a Metro station before applying for the NIH Transhare Program.

The following links provide more detailed information on public transportation in the NIH area:

Buses, Montgomery County (see also MTA and METRO):
<http://www.montgomerycountymd.gov/tsvtmpl.asp?url=/content/dot/transit/index.asp>

Employee Travel: Trains, MARC (Maryland Rail Commuter Service) and VRE (Virginia Rail Express):
<http://www.commuterpage.com/rail.htm>

METRO, the DC Bus and Subway System:
<http://www.wmata.com>

MetroAccess, curb-to-curb service for those unable to use public transportation:
http://www.wmata.com/accessibility/metroaccess_service/

MTA (Maryland Transit Authority), subway, bus, and train systems in Maryland:
<http://www.mtamaryland.com/>

PARKING

You can obtain a parking permit at the **NIH Parking Office**, located in Building 31, Room B3B04. You must present a valid NIH identification card, valid registration certificate (or copy) for each vehicle (maximum of 3), and a valid driver's license.

Each vehicle parking on the NIH campus, excluding visitors' vehicles, must display an NIH Parking Permit. This mirror hanger permit must hang from the vehicle's rearview mirror so that it is clearly visible through the windshield.

General Permits are issued to individual trainees. This permit allows you to park in areas marked for "Permit Holders ONLY". After 9:30 a.m., the General Permit is also valid in areas designated for carpools. After 3:00 p.m., the General Permit is valid in RED parking areas. This permit, when displayed with either an NIH handicapped permit or State-issued handicapped placard, will permit you to park in designated handicapped parking spaces. The permit is issued for a one-year period based on the first letter of your last name.

Off-campus Employee Permits are issued to trainees who work at a site other than the main campus in Bethesda. This permit is the same as a General Parking Permit and will allow you to park on the Bethesda campus when you visit.

Permits for Employees with Disabilities are issued to individuals who have any of the other types of permits and who also have provided adequate documentation to establish a physical disability of sufficient severity to warrant priority parking. If you need this type of permit, take your documentation to **Occupational Medical Service (OMS)**, Building 10, Room 6C306. OMS reviews requests and determines suitability for either a permanent or temporary disability permit. OMS notifies ETSO of its decisions, generally on a daily basis.

Satellite Parking Permits are issued to employees who are participating in the NIH Transshare Program. To obtain this permit, you must agree not to request (or you must surrender) all other types of NIH parking hangers. The Satellite Parking Hanger is valid at the New Carrollton East Parking Lot. It is not valid for parking at the Mid-Pike Plaza Commuter Parking Lot. (Individuals with General Permits may use them to park at Mid-Pike Plaza.)

SHUTTLES

The NIH runs several shuttle lines. Some circle the Bethesda campus at regular intervals, while others connect the Bethesda campus with nearby NIH laboratories and offices such as those on Executive Boulevard and at Rockledge. You can find shuttle routes and schedules at http://dtts.ors.od.nih.gov/NIHShuttle/scripts/shuttle_map_live.asp. Information on the NCI-Frederick Shuttle is posted at <http://www.ncifcrf.gov/about/shuttle.asp>.

BICYCLING

If you plan to bicycle to the NIH, the following link may be of interest: <http://www.ors.od.nih.gov/orf/parking/showermap.cfm>. You may also wish to contact the NIH Bicycle Commuter Club (<http://www.recgov.org/r&w/nihbike/>).

GETTING A DRIVER'S LICENSE

Information on applying for a Maryland driver's license can be found at <http://www.mva.maryland.gov/DriverServ/Apply/apply.htm>. You are expected to obtain a Maryland license within 60 days of moving to the state. **Note that obtaining a driver's license in a new state may have implications for residency decisions at a later date, should you be planning to attend a state college or university.** If you are living in Virginia, you also have 60 days to get a Virginia driver's license. Complete information on the process is found at <http://www.dmv.state.va.us/webdoc/citizen/drivers/applying.asp>. If you are living in D.C., you have only 30 days after your arrival to obtain a D.C. driver's license. Information on applying is located at <http://dmv.dc.gov/serv/dlicense.shtm>.

ENSURING A SUCCESSFUL RESEARCH EXPERIENCE

GETTING SETTLED IN YOUR NEW LAB/OFFICE

Fitting comfortably into your lab or group, figuring out how things are done, and developing good relationships with your coworkers should be your first priorities. Each research unit has its own ways of doing things. You will have to determine for yourself what the unwritten “rules” are for yours. Is there a dress code? What hours do most people work? What procedures should you follow to order materials? Where is your bench space and/or desk? Is there a laboratory standard for maintaining lab notebooks? When and where are lab meetings held? Are reagents shared? If so, what is the system for ensuring that stocks are replaced when they get low? What training courses do you need to complete? What computer programs are used in the lab?

You can learn some things by being a careful observer. Others you will have to ask about explicitly. In all cases, be courteous and enthusiastic. Write down any and all directions. Make certain to do more than your share of mundane work rather than less.

An excellent guide to laboratory work and what to expect when you begin is *At the Bench: A Laboratory Navigator* by Kathy Barker (Cold Spring Harbor Laboratory Press, 2005). It contains chapters on general lab organization and procedures, lab setup and equipment, getting started and staying organized, how to set up an experiment, lab notebooks, and presenting yourself and your data, plus descriptions of common lab techniques and hints for making them work. Copies of this book can be found in the OITE Career Library.

Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty (second edition, 2006), published by the Burroughs Wellcome Fund and the Howard Hughes Medical Institute, also includes a useful chapter on data management and lab notebooks (chapter 8). We have this book in the Career Library or you can read it online at <http://www.hhmi.org/resources/labmanagement>.

The NIH has also recently published *Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH*. Copies are available in the OITE.

FINDING MENTORS – INSIDE THE LAB AND OUT

During your postbac you will have the opportunity to personalize your training experience, both in and out of the lab. You should pursue your scientific and intellectual passions and work hard to learn as much as possible in preparation for your future career. Your postbac experience should be a time of personal and professional growth, but you must be proactive to have an outstanding experience here. One way to do this is to cultivate strong relationships with mentors who can guide you in your development as a young scientist.

Mentors share their knowledge and career experience with you, they provide emotional support and encouragement, they give honest feedback to promote your personal and professional development, and they serve as role models, helping you understand critical skills that you must develop to be successful. Mentoring is a relationship that develops over an extended period of time. Even if you have excellent mentors from your undergraduate experience, it is important that you find mentors here at NIH.

In many scientific environments, mentor is used synonymously with lab director, PI, or faculty advisor. We hope your PI does mentor you; however, some postbacs, particularly those working in large labs, find it difficult to develop a close relationship with their PI. Therefore, in addition to working to develop a mentoring relationship with your PI, you should find other mentors who can support you.

Some specific thoughts on mentors:

- Interact with graduate students, postdoctoral fellows, medical students, and other investigators in your lab; these individuals have a wealth of experience to share with you and many are enthusiastic mentors.
- Develop a relationship with the Training Director in your IC and meet the OITE staff.

- Attend postbac programs organized by the OITE, the Postbac IRTA Committee, and your IC; meet the organizers and stay to chat with the speakers if the topic is interesting to you; follow-up with e-mails if you would like to talk further with these individuals.
- Ask your PI/mentor to meet with you on a regular basis. Set up meetings well in advance and be respectful of your mentor's time. Come to meetings prepared so that you maximize the value of this interaction.
- If you would like a mentor to read essays for graduate/medical school applications or help you prepare for interviews, ask well in advance of the relevant deadlines and provide information on the schools and programs you are applying to.

DEVELOPING GOOD RELATIONSHIPS IN THE LAB

To have a successful postbac experience, it is important that you hit the ground running in the lab. You must develop good relationships with the head of the lab (your PI) and with other members of the research team. Set research goals early and focus on learning new techniques, developing problem solving skills in lab, and managing (with input and guidance) your own project. But that is not the whole story. To be successful in the future, you also need to refine other skills during your time at NIH. For example, you will need outstanding communication skills – both verbal and written, interpersonal skills, and time and project management skills. You should also develop an appreciation for the many career opportunities in biomedical research, science education, and health care and understand how to apply and interview for graduate or professional school. This means you must effectively manage your time, both in and out of lab. To achieve these goals, you must communicate and work effectively with your supervisors in the lab.

You can expect that your lab will

- help you develop an independent research project;
- provide guidance and direction while allowing you the independence to learn on your own and to follow your intellectual passions;
- provide feedback regarding your progress in the lab, specifically related to scientific outcomes;
- include you in lab activities, including journal clubs and social activities;
- help you prepare materials for presentation, including a poster for the Postbac Research Festival; and
- allow you time to attend and participate in workshops and programs to further your academic and career development.

It is also the responsibility of your mentor and lab supervisors to ensure your safety at the NIH. You can help by making certain that

- you are directly supervised at any time you are working with potentially hazardous materials;
- you are appointed under a hiring authority (as an IRTA or FTE) or as a Special Volunteer so that proper insurance coverage applies; and
- you complete all required laboratory safety training.

In return your mentor will expect that you

- actively participate in lab activities including meetings, journal clubs, and social activities;
- are engaged in your research project;
- demonstrate a good work ethic and a willingness to work long hours;
- work to develop professional skills;
- strive for independence as an investigator, but show good judgment in seeking help and guidance when necessary;
- communicate honestly regarding research progress;
- foster collegial relationships in the lab; and
- inform him/her of your plans regarding applications and interviews so that you minimize their impact on your work.

Initiate a conversation early in your postbac experience in which you and your NIH mentor agree upon expectations and working arrangements. Some issues to address include:

- How frequently will you meet face to face? How should you prepare for those meetings?
- How closely will you work with a graduate student or postdoctoral fellow in addition to the PI?
- What blocks of time, hours of the day, or hours per week will you work? Realize that scientists rarely work a rigid 9 to 5 work schedule. To be productive and successful you will probably need to put in more than 40 hours most weeks and you will need to accommodate the schedule(s) of those teaching you new techniques and approaches, especially early in your postbac experience.
- What specific techniques will you learn and who will teach you? How will you prepare for learning these techniques, and how can you find appropriate resources to facilitate your work?
- What lab or research group meetings should you attend? Will you be expected to present (we hope you are!), and, if so, how will you prepare?

It is also important for you to discuss your long-term plans with your PI so that s/he understands your career goals and can help you choose activities outside of the lab (i.e., GRE or MCAT prep workshops, FAES classes, volunteer activities) that will help you meet those goals.

Some general things to remember:

- Be proactive in initiating and organizing one-on-one communication with your mentors. Set meeting agendas and prioritize issues you want to discuss. Arrive for meetings on time and be prepared. Be flexible if your mentor needs to make a change in schedule, but ensure that you receive the input and assistance that you require by following up when a meeting is missed.
- Learn your mentor's communication habits: when does e-mail suffice, when must you meet face-to-face, and how can you best get his/her attention?
- Consider e-mailing summaries of meetings (agreements, assignments, work outlines) shortly after your meetings. This will help you and your PI remember what was discussed and can provide you with direction and focus.
- Be proactive in finding reading materials – read papers recommended by your PI or others in the lab and be prepared to discuss your thoughts and opinions with them.
- Be curious, engage your lab mates in discussions about their research, and seize opportunities to interact with others in the lab.

IF PROBLEMS ARISE

Where there are people, there is conflict. Some conflicts are minor irritations forgotten after a short walk or a few hours away from lab. Others are more serious, requiring you to talk to and negotiate outcomes with your lab mates and/or mentor. We hope that the conflict and tensions you experience in your lab will be minor and that you view them as opportunities to improve your interpersonal skills. However, even with the best of intentions, some lab dynamics are poor; you may find yourself embroiled in serious and complicated situations. Remember: you are not alone. There are resources to help you deal with any interpersonal issues that may come up.

If you are experiencing conflict with someone in your lab, speak with him or her directly. If that does not resolve the issue, speak with your PI. If you are not comfortable doing that, or if the situation is not easily resolved, seek advice from other mentors (i.e., your IC training director, OITE staff, other colleagues) who can help you consider the issues from different angles as you attempt a reasonable resolution. If you have concerns about your interactions with your PI, it is important to talk with someone you trust. Hopefully you will have developed relationships with your training director or with more senior students in the lab. Also, feel free to contact Drs. Milgram or Sokolove to confidentially discuss any issues that come up.

Some reasons to immediately contact the training director in your IC, or Drs. Milgram or Sokolove in the OITE, include issues of possible scientific misconduct, harassment of any type, and safety concerns. If we are not able to assist you, we will help you access other campus resources, such as the Office of the Ombudsman and the Employee Assistance Program, that can be of help.

BUILDING SUCCESS OUTSIDE THE LAB: CAREER DEVELOPMENT OPPORTUNITIES



OITE is committed to helping you to master technical, communication, problem-solving, and interpersonal skills that will serve you well after you leave the NIH. We encourage you to take advantage of our career and professional development programming and to become involved in the planning. Consider joining the Postbac IRTA Committee. We also strongly believe that you should seize every opportunity to present your work in public. The Spring Research Festival offers you a large-scale opportunity to talk about your research. Equally important are the smaller journal clubs and lab meetings that occur year-round. Finally, consider presenting your work in the Postbac Seminar Series.

THE NIH POSTBACCALAUREATE IRTA COMMITTEE

The Postbac IRTA Committee includes postbacs from each NIH IC that has an intramural research program. The committee collaborates with OITE to contribute to trainee career development, enhance communication among postbacs and with the NIH administration, and recognize those who enhance the postbac training experience. Together we sponsor a wide variety of events and services including

The Postbac Lecture Series: The monthly lecture series features presentations specifically targeted to the postbac community by distinguished NIH intramural scientists.

The Postbac Seminar Series: Held monthly, the seminar series offers postbacs the opportunity to gain experience in scientific public speaking by presenting a seminar to their peers.

Distinguished Mentor Award: Each year postbacs recognize one of their mentors for his/her outstanding training contributions.

MCAT/GRE Courses: All postbacs are eligible for discounts on MCAT/GRE courses sponsored by Kaplan and/or Princeton review.

Preparing for the MCAT and Preparing for the GRE: OITE and the Postbac IRTA Committee sponsor multi-session workshops to help postbacs get ready for these standardized tests. Watch for publicity.

Postbac -L: Postbac-L will keep you in touch with the postbac community. Visit the OITE Web site, www.training.nih.gov, to sign up. You can use Postbac -L to request reagents, invite postbacs to social and extracurricular events, and organize volunteer activities.

Club PCR: Club PCR was formed to provide opportunities for young scientists on the NIH campus to meet one another, socialize, and get involved with the community. The club is part of the Recreation and Welfare (R&W) Association. You can subscribe to this group, by sending an e-mail to: clubpcr-subscribe@yahoogroups.com.

The Postbac IRTA Committee presents you with an opportunity to provide input on activities that will be of value to postbacs, contribute to improving the postbac training environment at the NIH, meet and work with other postbacs, interact with NIH administrators, and acquire leadership experience – to discuss joining contact Debbie Cohen (cohend@mail.nih.gov or 301-402-1907).

OITE WORKSHOPS FOR POSTBACS

Staff members in OITE plan, develop, and present a variety of career/professional development workshops. In the past these have included

- *How to Read a Scientific Paper,*
- *Creating and Presenting Dynamic Posters,*
- *Getting to Graduate School* (a two-part series addressing choosing a graduate school and graduate program, applying and interviewing, and writing personal statements),
- *Getting to Medical School,*
- *Funding Your Education,* and
- *Completing the FAFSA.*

In addition the Director of Postbaccalaureate and Summer Program Services arranges a series of Career Exploration Brown Bag Lunches. These provide an informal opportunity for postbacs to learn more about careers in areas such as public health, genetic counseling, dentistry, pharmacy, science policy, and business.

SPRING RESEARCH FESTIVAL

The Spring Research Festival is a great opportunity to share your work from the past year while developing your communication and networking skills. You may not have final results from your experiments, particularly if this is your first year in a research lab. However, you can still present background information on your project, any data you may have collected, or a discussion of the technical problems you have encountered. During the session, you will be able to discuss your project informally with your peers and with other members of the NIH scientific community.

The Spring Research Festival, which is generally scheduled for early May, combines the exhibits of various scientific vendors with scientific poster presentations. This is the format used by most scientific professional societies at their large meetings. Watch the OITE Web site in early spring (February) for details regarding registration. Information will also be posted on the OITE-POSTBACS listserv.

All Postbac trainees are welcome to present a poster. Individuals in some programs, such as the NIH Academy and UGSP, are **required** to present. You will be asked to spend a period of several hours at your poster explaining and discussing your results with other NIH scientists.

The Spring Research Festival is held in a tent on the parking lot south of Building 10. You will be assigned a board 4 feet high and 6 feet wide on which to display your information. Your poster should include

- an introduction (providing background information),
- a brief statement of the purpose of the project,
- a description of materials and methods used, and
- results and conclusions.

Are you uncertain what scientists mean when they talk about presenting a poster? OITE will schedule a workshop covering poster design. You can also visit the OITE Poster Viewing to look at several posters that were presented recently by NIH trainees.

Begin writing and proof-reading your poster several weeks in advance. Also, develop and practice a short verbal description of the work that you can present to colleagues who visit your poster. You have several options for printing your poster; in all cases make arrangements well in advance.

- See if your Institute or Center has a poster printer that you can use.
- If you are an intern with the NIH Clinical Center you can make an appointment with the Information Technology Center (ITC) to print your poster. Do this early! The ITC and its programs are described at <http://clinicalcenter.nih.gov/isd/itc/>. The ITC is located in Building 10, Room 1C282. The phone number is 301-402-6301.
- NIH Medical Arts and Printing Services (<http://medarts.nih.gov/docs/contact.htm>) will print posters, but your laboratory will have to pay. Make certain in advance that they are willing to cover the cost. Medical Arts is located in Building 10, Room B2L103. The phone number is 301-496-3221. Office hours are 8:00 a.m. to 5:15 p.m. daily.

GRADUATE & PROFESSIONAL SCHOOL FAIR

Beginning in 2008, a Graduate & Professional School Fair has been organized each summer. This event brings representatives from schools and programs interested in recruiting NIH postbacs to the Bethesda campus. It provides NIH trainees with an opportunity to learn about institutions across the country and to network with admissions personnel.

TRAINING COURSES

Individuals who are new to the NIH are required to complete multiple courses aimed at helping them to fit comfortably into the NIH environment, understand their rights and responsibilities, and work safely in the lab.

ONLINE COURSES

ONLINE ORIENTATION

New NIH staff members, including postbacs, are required to complete an online orientation upon their arrival at NIH. You should plan to complete the online orientation within three weeks of starting full-time work at NIH. The NIH Orientation covers the following topics:

- NIH Overview
- Your First Days
- Rights and Responsibilities
- Compensation and Benefits
- Training and Career Development
- NIH Resources

The orientation can be accessed at <http://lms.learning.hhs.gov>; you do not need to complete all sections of the orientation in one sitting. Once you have completed all orientation requirements, print out a certificate of completion for your records.

REQUIRED TRAINING COURSES FOR SCIENTISTS

All **scientific** staff must complete a number of **required training courses** upon arrival at NIH. The courses listed below should be completed very soon after starting your research at the NIH, even if you completed similar courses in the past. Always keep a printed record of completion of these courses and check with your AO to see if he/she would like a copy for your file.

Responsible Conduct of Research
<http://researchethics.od.nih.gov/>

Technology Transfer
<http://tttraining.od.nih.gov/>

Ethics Training
<http://ethics.od.nih.gov/training.htm>

NIH Computer Security Awareness
<http://irtsectraining.nih.gov/>

Prevention of Sexual Harassment
<http://lms.learning.hhs.gov>

LABORATORY SAFETY

The NIH is responsible for the promotion of safe work practices for all who work in NIH research facilities, including postbacs. The Division of Occupational Health and Safety offers several required laboratory safety courses that postbacs must complete. The courses listed below provide training in the safe work practices and procedures to be employed when working in the NIH research environment. Laboratory supervisors are responsible for ensuring that their staff members attend the correct training prior to working with potentially hazardous materials. NOTE: postbacs will be allowed to complete laboratory safety training before they have received their NIH ID badges.

INTRODUCTION TO LABORATORY SAFETY COMPUTER-BASED TRAINING COURSE

The introductory course in laboratory safety is **mandatory** for all **new laboratory research trainees**. It must be completed prior to attending any other courses. The course introduces laboratory personnel to common hazards and exposure risks, including chemical, radiological, and biological hazards that are found in NIH research laboratories. It provides instruction on how to prevent exposure to these hazards and procedures for emergency response. The course also covers NIH waste-handling procedures as well as methods to ensure the research laboratory is free from common physical hazards. It provides information on NIH security policies and procedures. To access the online course, go to <http://nihlabsafety.org/>.

STARS "LEARN-BY-DOING" LABORATORY SAFETY TRAINING

Trainees age 21 or under, both new and returning, who begin in the summer, must attend a hands-on course in laboratory safety entitled "Learn-by-doing."

"Learn-by-doing" is taught by occupational safety and health professionals who have practical working laboratory experience. A broad range of laboratory safety topics will be covered including, but not limited to: principles of biosafety; chemical handling and use; common laboratory hazards; and emergency preparedness. The learning objectives will be met through active dialogue between students and instructors. Students will work in small groups with an instructor to practice and learn laboratory safety techniques as well as the rules of safe conduct. Students and instructors will problem solve and think critically together through a series of learning exercises.

To demonstrate comprehension of the material, students must complete a quiz. The minimum passing grade is 85%. If necessary, additional one-on-one instruction will be provided to ensure successful course completion.

Trainees can **register** for this course at <http://nihlabsafety.org/>.

LABORATORY SAFETY AT THE NIH (CLASSROOM COURSE)

After completing the computer-based Introduction to Laboratory Safety, **new** postbacs who are **over the age of 21, and all postbacs who begin on a date not in the summer**, are required to complete a classroom course entitled Laboratory Safety at the NIH. This course provides training on the recognition and control of common physical, chemical, and biological hazards found in NIH research laboratories. It includes required information on NIH policies and procedures for working safely in the research laboratory as well as methods for hazardous waste minimization. The course also covers engineering controls and personal protective

equipment as well as the NIH medical surveillance program available through the Division of Occupational Health and Safety, Occupational Medical Service. Attendance at this program assists in meeting the training requirement of the OSHA Hazard Communication Standard and Occupational Exposure to Hazardous Chemicals in Laboratories Standard.

The schedule for Laboratory Safety at the NIH can be found at <http://nihlabsafety.org/>. NOTE: credit for attendance will not be given to late arrivals. Individuals who arrive late will be asked to reschedule.

LABORATORY SAFETY REFRESHER COURSE

All **returning** students **age 21 or older** must complete a one-hour mandatory computer-based Laboratory Safety Refresher Course that provides updates on safety procedures and policies that govern laboratory safety at the NIH. The refresher course should be completed online at <http://nihlabsafety.org/>.

POSTBAC SAFETY TRAINING REQUIREMENTS AT A GLANCE FOR THOSE BEGINNING IN THE SUMMER

NEW	
18-21 years old	Over 21 years old
Introduction to Lab Safety (online training)	Introduction to Lab Safety (online training)
STARS* "Learn-by-doing" Lab Safety Training	Laboratory Safety at the NIH (classroom training)
Bloodborne Pathogen Training**	Bloodborne Pathogen Training**
RETURNING	
18-21 years old	Over 21 years old
STARS* "Learn-by-doing" Lab Safety Training	Lab Safety Refresher Training (online)
Bloodborne Pathogen Refresher Training** (online)	Bloodborne Pathogen Refresher Training** (online)

*STARS: Safe Techniques Advance Research Science

**as applicable

BLOODBORNE PATHOGEN TRAINING

WORKING SAFELY WITH HIV AND OTHER BLOODBORNE PATHOGENS IN THE RESEARCH LABORATORY

This two-hour course is for all individuals working with bloodborne pathogens. The course provides research personnel with information on working safely with bloodborne pathogens in NIH research laboratories in accordance with the OSHA Bloodborne Pathogen Standard. This course specifically discusses work practices in Biosafety Safety Level 2 and 3 laboratories, common causes of exposure, and the use of controls to prevent exposure. The course outlines steps to take in case of a potential exposure and reviews medical pathological waste disposal procedures. Attendance at this program is mandatory for research personnel who work with or who may be exposed to

- human blood, body fluids, and/or tissues,
- human or nonhuman primate retroviruses,
- hepatitis B and C viruses,
- other bloodborne pathogens, and/or
- animals or their housing.

This training is required **before working** with bloodborne pathogens. NOTE: Credit for attendance will not be given to late arrivals. Individuals who are late will be asked to reschedule.

BLOODBORNE PATHOGEN REFRESHER COURSE

This Web course provides annual refresher training for research laboratory personnel who may potentially be exposed to bloodborne pathogens in their work in the research laboratory and have previously attended Working Safely with HIV and Other Bloodborne Pathogens. The course provides researchers with the latest information on bloodborne pathogen risks in the research laboratory as well as information on means of protection from potential occupational exposures. Postbacs who have completed the NIH Working Safely with HIV and Other Bloodborne Pathogens course within the last three years can complete the refresher course instead of attending a classroom bloodborne pathogen course.

Annual completion of a Bloodborne pathogen course is mandatory for all laboratory research personnel who work with or who may potentially be exposed to bloodborne pathogens.

To register for these laboratory safety courses, utilize the online registration program available at <http://nihlabsafety.org/>. If unable to register online, print out the fax registration form located at the Web site and return the completed form as directed.

RADIATION SAFETY

RADIATION SAFETY ORIENTATION

All trainees entering laboratories posted for radioactive material use must take the **Radiation Safety Orientation** online training module. To access the course go to <http://drs.ors.od.nih.gov/> and click on the Orientation quick link. This requirement applies to ALL such trainees, regardless of whether they may actually handle radioactive materials. Please contact the Division of Radiation Safety (DRS) for specific requirements before working with radioactive material if you are under the age of 18.

RADIATION SAFETY IN THE LAB COURSE

Postbacs who will handle radioactive materials must also complete the **Radiation Safety in the Laboratory (RSL)** course. Accessing the online orientation will enable you to register for RSL.

Every postbac who takes the RSL course must complete an online Dosimeter Evaluation Form (DEF). The form can be found at <http://drs.ors.od.nih.gov/> under the DRS Forms quick link.

Postbacs returning to the NIH will use their old DRS identification number, but must call 301-496-2255 to request reactivation of the number (or if they forgot their number). They must also complete and resubmit to DRS an updated DEF. Individuals who have been away from the NIH for more than four years must retake the RSL course.

Please contact the Radiation Safety Training Office at 301-496-2255 for more information concerning radiation safety training.

ANIMAL CARE AND USE

The Office of Animal Care and Use (OACU) offers a variety of training courses for NIH intramural personnel who work with animals. These courses are free and fulfill Federal training requirements for working with animals. Depending on what species you will be working with, different courses are required. You may register online at <http://oacu.od.nih.gov/training/index.htm> or by calling the OACU at 301-496-5424.

USING ANIMALS IN INTRAMURAL RESEARCH: GUIDELINES FOR ANIMAL USERS

Postdocs who will be working with animals under the direction of a senior scientist must complete Guidelines for Animal Users before beginning their work. The course is offered as a 90-minute lecture and in an online, Web-based format. It describes proper care and use of animals in a research laboratory. Additional discussion of animal handling and restraint is presented to assure humane management of the animals.

The online course takes approximately 90 minutes to complete, but it does not have to be finished in one sitting. To access the online course, go to <http://oacu.od.nih.gov/training/users.htm>.

WORKING SAFELY WITH NONHUMAN PRIMATES

This course is required for all trainees who will be working with nonhuman primates (NHP). You will learn about the normal behavior of NHP to help prevent injury and exposure to pathogens, such as Herpes B-virus, that are transmissible to humans. The course, which consists of a video, handouts, and a quiz, is given on an individual basis at the animal facility. Further information on this course can be accessed on the OACU Web site: <http://oacu.od.nih.gov/training/primate.htm>.

HANDS-ON ANIMAL TECHNIQUES: RODENT WORKSHOPS

The Rodent Workshops are optional opportunities to learn manual handling, sampling, and restraint techniques used in the laboratory with live animals. These half-day, small-group sessions provide an opportunity for individual instruction by certified laboratory animal technologists.

Workshop dates will be posted on the OACU Web site. You can start registering a month in advance, but note that the registration closes one week before the scheduled start date of each workshop. The workshop dates are available on the OACU training Web site under "optional courses": <http://oacu.od.nih.gov/training>.

The full OACU training schedule is available at <http://oacu.od.nih.gov/training/2009TrainingSchedule.pdf>.

FOLLOWING NIH RULES

Important: The regulations governing the Postbac and Technical IRTA programs are spelled out comprehensively at <http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/>.

FEDERAL HOLIDAYS

Trainees at the NIH follow the same Federal holiday schedule as Federal employees. If a holiday falls on Saturday, it is celebrated the preceeding Friday; if the holiday falls on a Sunday, the following Monday is a day off.

New Year's Day (January 1)
 Martin Luther King, Jr. Birthday Celebration (Third Monday in January)
 Presidents' Day (Third Monday in February)
 Memorial Day (Last Monday in May)
 Independence Day (July 4)
 Labor Day (First Monday in September)
 Columbus Day (Second Monday in October)
 Veterans Day (November 11)
 Thanksgiving Day (Fourth Thursday in November)
 Christmas Day (December 25)

Once every 4 years, NIH employees may also have Inauguration Day (January 20) off.

VACATION AND SICK LEAVE

Trainees do not accrue annual or sick leave. However, they are excused for Federal holidays, illness, personal emergencies, and vacations when their training periods are longer than 90 days. For vacations, two weeks per year of excused absence is suggested. The number of days should be prorated for appointments of less than a year.

Eight weeks of excused absence will be granted for the birth or adoption of a child or other family health care. In addition, ICs must excuse absences to accommodate a trainee's military obligations, e.g., active duty, active duty training, and inactive duty training not to exceed six weeks per year.

Preceptors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC Scientific Director. For more information about postbac vacation policies please visit sections Y and Z of chapter 2300-320-7 of the NIH Policy Manual at <http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/>.

INTERVIEWING FOR GRADUATE OR PROFESSIONAL SCHOOL

Trainees in the Postbac IRTA and NIH Academy programs are expected to apply to graduate and/or professional school during the time they spend at the NIH. This means that, as a postbac, you may be studying for GRE or MCAT exams, and, in the best of cases, interviewing at multiple institutions. It is extraordinarily important that you reach an agreement **in advance** with your PI as to how these conflicting demands on your time will be handled. Your PI should expect that you will need to spend some time away from the lab on interviews. On the other hand, it is up to you to demonstrate your commitment to your project and to minimize the effect of these other activities on your research.

TRAVEL AND ATTENDANCE AT SCIENTIFIC MEETINGS

Your travel support comes from your PI's budget. You must, therefore, work with him/her to determine whether you can attend a meeting and the approval processes required.

Once you have an appointment at the NIH all research-related travel arrangements must be made through NIH travel orders; this applies to travel for collaborations as well as attendance at meetings. Travel arrangements and issuance of travel orders are carried out by the travel planner or AO who provides support for your NIH mentor's lab. Ask your PI to introduce you to this person.

Requests for travel orders should be submitted as far in advance as possible to allow adequate time for several levels of approval. For domestic travel, the laboratory travel planner must be notified **at least one month** in advance of the days and destinations. For foreign travel, the laboratory AO and travel planner must be notified **at least eight weeks** in advance of the desired travel date to ensure tickets will be ready when needed. These deadlines are strictly followed and travel requests submitted after the deadline may not be processed in time.

The individual who is responsible for preparing and submitting travel orders for your laboratory will create an electronic travel request/itinerary with exact details of the purpose and travel requirements for the trip. She/he will also make your transportation and hotel reservations or ask the government travel agent to do so. There are pre-determined maximum allowances for hotel and other expenses, including meals (per diem). You should not book a hotel at a rate exceeding the government rate or expect to be reimbursed for meals beyond the per diem limits. In most cities there will be some hotels that have agreed to accept Federal rates, as long as the reservation is made through government channels and you can provide a copy of your NIH travel order at check-in. Similarly, there will be a pre-determined airline that provides government-negotiated fares between most U.S. city pairs, and also to major international cities. **Do not purchase tickets yourself. You will not be reimbursed for airline, train, or bus tickets that you buy yourself.**

Note that the Federal government is often exempted from paying local and state taxes. Ask your travel planner if he/she has a form to be used in the city or state where you will be staying to exempt your hotel charge from taxes. Ask for a Federal tax exemption when you check in, whether or not you have such a form.

STATUS ALERTS: SNOW AND WEATHER EMERGENCIES

<http://www.opm.gov/status/>

Do you feel like you are always the last to hear that NIH is opening late or closing early due to winter storms or other emergencies? Do not rely on the media for announcements of early dismissal or snow closings. Accurate information can be found at the Office of Personnel Management Web site (above). The information posted on the Web site is updated **immediately** upon a determination that operating status is anything other than OPEN. For information on Operating Status by telephone call **202-606-1900**. Hearing impaired users may utilize the Federal Relay Service by simply dialing 1-800-877-8339 to reach a communications assistant (CA). The CA will dial the requested number and relay the conversation between a standard (voice) telephone user and text telephone (TTY) user. Alternatively, users may point their browser to <http://www.frso.us>. This service is similar to the Federal Relay Service but does not require a TTY.

SECURITY INFORMATION

SECURITY

<http://security.nih.gov/>

The NIH depends on Security and Emergency Response to provide a safe and secure environment for its people and operations. Formerly the Division of Public Safety, Security and Emergency Response is comprised of five divisions: Police, Fire/Rescue Services, Fire Marshall, Physical Security Management, and Emergency Preparedness and Coordination. Their services include

- police services,
- emergency response to all fires, medical emergencies, rescue, and any hazardous material incidents on the NIH campus,
- fire protection,
- emergency planning,
- parking and traffic control,
- physical security,
- hospital security, and
- security and emergency response education and training programs.

EMERGENCY PHONE NUMBERS

To report a crime in progress and/or life threatening situations, personal injury, traffic accidents, or suspicious activities

- to authorities on the NIH campus, dial **911**.
- to authorities outside the NIH campus, dial **9-911**.

To report a criminal act, such as a theft of personal property, that has already occurred or to report a non-injury accident, call **301-496-5685**.

FINANCIAL MATTERS

BANKING

<http://www.nihfcu.org/>

You and your family members are welcome to use the NIH Federal Credit Union. Services include share loans, personal loans, share accounts, checking accounts, certificates of deposit, check cashing, money orders, traveler's checks, and automated teller machine (ATM) transactions. To join you must open a new account with a minimum deposit of \$25.

NIH/Bethesda branches of the Federal Credit Union are located at

- Building 10, Room B1-C25,
- NIH Building 31, Room 1A08,
- Executive Plaza South, Room T-43,
- Rockledge II, Room 110,
- Suburban Hospital, and
- Rockville Metro Plaza.

NIH 24-hour ATMs are located

- in Building 10, next to Room B1-C25
- outside Building 31A,
- outside Building 50,
- at Rockledge II, and
- at 5635 Fishers Lane.

NIHFCU ATMs are also located at the NIH Neuroscience Center, the NIH Twinbrook Cluster, Executive Plaza, Rockville Metro Plaza, and the NIH Gerontology Research Center in Baltimore. Please see the Credit Union Web site for information on additional ATMs and branches and ATM networks that NIHFCU members can use without charge.

EDUCATIONAL LOAN DEFERMENT

Participants in NIH training programs who wish to have their educational loans deferred while in training at the NIH should submit the following documents to Building 2, Room 2W11A:

(1) The deferment form from the lending institution. Please include all pages (the last page generally contains the address to which the deferment form should be sent) and please sign the form. If you have a Federal loan, the proper form to use is the **Education Related Deferment** form. You should check that you are "in full-time course of study in a GRADUATE FELLOWSHIP program."

(2) A short memo from your supervisor (on NIH letterhead) verifying the beginning and ending dates of your fellowship and the program in which you are participating, and describing, in brief, the research in which you are involved.

The Office of Intramural Training & Education will certify your participation in the appropriate training program and forward the forms to the lending institution; however, approval of loan deferments rests exclusively with the lending institution. Questions: 301-496-2427.

PAYING TAXES ON YOUR NIH INCOME

Postbacs are generally appointed in one of two ways, as IRTAs (recipients of Intramural Research Training Awards) or FTEs (Full-Time Equivalents or employees).

If you are paid as an IRTA,

- you are considered a trainee, not an employee,
- social security taxes are not deducted from your stipend,
- no income taxes are withheld from your stipend, but you must pay income taxes,
- your "income" is reported on a Form 1099G as a **taxable grant**,
- you must report the income shown on your 1099G on Form 1040 on line 21, "other income," and
- you should **not** indicate that you are self-employed or file a Schedule C.

If the amount of taxes you will owe is greater than \$1000, you should pay quarterly estimated taxes on your stipend to avoid a penalty. The Federal quarterly tax form is Form 1040ES. It can be downloaded from the IRS Web site:

<http://www.irs.ustreas.gov/formspubs/index.html>.

State forms can be obtained from state tax Web sites.

If you are appointed as an FTE,

- you are considered an NIH employee,
- social security taxes are deducted and income taxes are withheld from your stipend,
- your income is reported on a Form W2 as **wages, tips, and other compensation**, and
- you should report the income shown on your W2 on line 7 of Form 1040 or the equivalent line on Form 1040EZ or 1040A.

You should receive your Form 1099G or W2 by February 15. If you do not, or if your address has changed, contact the NIH Office of Financial Management at 301-496-5635. If you are paid by the NIH via some other mechanism or by some other agency, please contact the AO at the NIH responsible for your laboratory or the responsible administrator at the agency for tax information. It is best to do this before you leave the NIH. Remember, whoever pays you sends a copy of your Form 1099G or W2 to the Internal Revenue Service. The Federal government will know that you owe it taxes.

The NIH Office of Financial Management is available to answer postbac tax questions. E-mail your questions to Nellie Dennison or call 301-496-5635.

THINKING ABOUT THE FUTURE

Six to ten years from now you might be applying for a position that requires a security clearance or hospital privileges or for a government job. Keep a copy of your IRTA/CRTA, NIH Academy or other award letter in a safe place for when that day comes.

EDUCATIONAL RESOURCES

The NIH provides many opportunities for you to continue your scientific education. You should pay particular attention to WALs, the NIH Director's Wednesday Afternoon Lecture Series. Each Wednesday afternoon at 3:00 an outstanding biomedical researcher discusses his or her work. Invitees know that they will be addressing an NIH-wide audience, so their talks are generally jargon-free and comprehensible in addition to often being inspired. WALs is a **big** educational event at the NIH. We have also listed below many smaller, but no less valuable, experiences that are open to you.

AMERICAN RED CROSS FIRST AID, CPR, AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED) COURSES

<http://www.redcrossna.org/index.php/get-trained.html>

American Red Cross first aid, CPR and AED programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life. Additional training in bloodborne pathogens, oxygen administration, and injury prevention can be added to CPR and first aid training to prepare you to prevent and respond to life-threatening emergencies. Red Cross Preparedness programs in first aid, CPR, and AED are available for any age and can be tailored to the needs of specific groups and individuals. Whether you work with children, want training for employees, are a professional rescuer, or simply want to know how to help someone in an emergency, the American Red Cross has a program for you.

CENTER FOR INFORMATION TECHNOLOGY (CIT) COMPUTER TRAINING PROGRAM

<http://training.cit.nih.gov/>

The CIT Computer Training Program provided by the Center for Information Technology offers a wide variety of courses and seminars that enable users to make efficient and effective use of computers, networks, and information systems in their work at NIH. The training program is open to NIH employees and to all users of CIT computing facilities. Additional computer courses are available through the NIH Training Center, HHS University, and the NIH Library.

The program includes classroom courses and seminars. Interactive class attendance via Polycom (a phone conferencing system) can be arranged for students in off-site locations. Descriptions of courses as well as information on the intended audience can be found at <http://training.cit.nih.gov/>. Online training can be accessed via <http://training.cit.nih.gov/onlineTraining.asp>.

CLINICAL CENTER GRAND ROUNDS

<http://clinicalcenter.nih.gov/about/news/grcurrent.html>

Clinical Center Grand Rounds are held on Wednesdays from noon to 1:00 p.m. in Lipsett Amphitheater in Building 10. Attendees are provided with (1) options and alternatives that can guide clinical practice, (2) practical information about clinical research principles based on state-of-the-art scientific discovery and clinical advances, and (3) information and opportunities to increase and improve collaboration among investigators. Grand Rounds includes a Great Teachers lecture series. Presentations can also be accessed from personal computers via NIH videocasting on the Internet (<http://videocast.nih.gov>).

THE DDIR'S (DEPUTY DIRECTOR FOR INTRAMURAL RESEARCH'S) WEB BOARD

<http://www.nih.gov/ddir/index.html>

The monthly Web Board includes news and policy items for NIH scientists, as well as information about interest group activities, workshops and lectures, and tenured and tenure-track positions available at NIH. It is available via electronic subscription.

THE FOUNDATION FOR ADVANCED EDUCATION IN THE SCIENCES (FAES) GRADUATE SCHOOL

Bldg. 60, Suite 230

<http://www.faes.org/>

FAES is a private, non-profit organization that works with the NIH to enhance the overall academic environment of NIH. Through its Graduate School, FAES organizes and supports a large number of undergraduate and graduate level courses for NIH employees and trainees. Most of the foundation's faculty members are NIH staff making their specialized knowledge available to a wider audience.

FAES currently offers over 180 classes, each certified by the Maryland Higher Education Commission. The majority deal with biomedical topics. However, there is strong representation in the physical and behavioral sciences as well as in English and foreign language studies.

A modest tuition is charged for FAES courses. Often this cost will be covered by your NIH research advisor. It is very important to get approval from him or her before registering for courses. If you are taking an FAES course to meet a requirement for admission to a graduate or professional program you should request confirmation in advance that it will meet that admission requirement.

FAES BOOKSTORE

Building 10, Room B1-L-101

http://www.faes.org/science_bookstore.htm

Scientific and medical books and FAES Graduate School and other textbooks are available for purchase at this bookstore, which is operated by FAES.

HHS UNIVERSITY

<http://learning.hhs.gov/about.asp>

HHS U provides common needs training and development opportunities via traditional classroom training, online self-study, development programs, and career counseling.

NIH CALENDAR OF EVENTS

<http://calendar.nih.gov/app/MCalWelcome.aspx>

The "Yellow Sheet" is a weekly publication of events on the NIH campus. All NIH employees and trainees should receive a hard copy in the mail. You can also visit the Web site to review or publish an event.

NATIONAL LIBRARY OF MEDICINE EXHIBITION PROGRAM

301-496-5963

<http://www.nlm.nih.gov/exhibition>

The Exhibition Program at the National Library of Medicine (NLM) produces exhibitions on cultural and social history, science, medicine, and technology for installation in the Library's lobby and rotunda galleries, as well as exhibitions that travel. These exhibitions feature books, journals, photographs, and prints from the NLM's collections, along with artifacts, images, and graphics from other institutions. Each exhibition incorporates interactive features, computers, and audiovisual elements, facilitating dynamic and experiential learning for students of all ages. The Exhibition Program provides educational programs for K-12 student groups visiting the on-site exhibition. In addition, it produces numerous supplemental programs, including online exhibitions, theatrical presentations, collateral print pieces, catalogues, education packages, documentaries, DVD exhibitions, and other public programs.

NIH LIBRARY

<http://nihlibrary.nih.gov/>

The NIH Library is located on the first floor of Building 10 near the South Entrance. It provides print and online resources to support the work of the NIH community as well as an extensive and comprehensive range of scientific, medical, social science, and administrative information and services. Whatever your information needs, the NIH Library staff can support your research requirements and save you time.

The NIH Library provides

- access to 9,000+ full text online journals, 4,000+ online books, 50 databases, 1,000+ Internet resources, and a collection of over 60,000 printed books (open stacks).
- document delivery (journal articles books, book chapters, dissertations, slides, etc.).
- reference and research assistance.
- expert literature searches.
- translation services.
- photocopying.
- resource and database training (group or individual).
- NIH Library Writing Center.
- journal and research alert services.
- a spacious, redesigned reading room and 2-level library facility with computer and wireless access, comfortable seating, private study carrels, and quiet study space.
- daily newspapers: *New York Times*, *Washington Post*, *USA Today*, and *Wall Street Journal*.

Of particular note, the Library has opened a Writing Center, <http://nihlibrary.nih.gov/ResearchTools/WritingCenter.htm>. In addition to providing a quiet space where you can write, the center offers editing and translation services, courses on reference management systems, and links to a variety of writing resources.

THE NIH CATALYST

<http://www.nih.gov/catalyst/>

The NIH Catalyst is a bimonthly publication for intramural scientists designed to foster communication and collaboration. It is distributed via campus mail, cafeteria bins, and on the NIH Web site.

THE NIH RECORD

<http://www.nih.gov/nihrecord/index.htm>

The NIH Record, founded in 1949, is the biweekly newsletter for all NIH personnel. Published 25 times each year and circulated to more than 20,000 readers, the *Record* comes out on payday Fridays.

THE NIH RESEARCH FESTIVAL

<http://researchfestival.nih.gov/index.html>

The NIH Research Festival, which is held each fall in the Natcher Conference Center (Building 45) on the Bethesda Campus, features scientific symposia; poster sessions; a Job Fair for postdoctoral, clinical and research fellows; and a vendor tent show. The Festival showcases the best of NIH science.

NIH SCIENTIFIC INTEREST GROUPS

<http://www.nih.gov/sigs/>

About 90 NIH inter-institute Scientific Interest Groups operate under the auspices of the Office of Intramural Research. They sponsor symposia, poster sessions, and lectures; offer mentoring and career guidance for junior scientists; and share the latest techniques and information. Additionally, these groups assist with the annual NIH Research Festival and serve as hosts for the Wednesday Afternoon Lecture Series.

OFFICE OF INTRAMURAL RESEARCH (OIR)

<http://www1.od.nih.gov/oir/sourcebook/oir/oir-staff.htm>

The Office of Intramural Research (OIR) is responsible for oversight and coordination of intramural research, training, and technology transfer in the laboratories and clinics of the NIH.

WEDNESDAY AFTERNOON LECTURE SERIES (WALS)

<http://www1.od.nih.gov/wals/>

The NIH Director's **Wednesday Afternoon Lecture Series** (WALS) includes weekly scientific talks by some of the top researchers in the biomedical sciences. All lectures are held in Jack Masur Auditorium in Building 10 on the Bethesda campus at 3:00 p.m. Lectures can also be accessed from personal computers via NIH videocasting on the Internet (<http://videocast.nih.gov>).

WELLNESS RESOURCES AT THE NIH: GETTING SUPPORT WHEN YOU NEED IT

Life in a research lab, and life in general, can be stressful. It is important to find time for yourself and your family, even when balancing work and life seems challenging. There are many resources at the NIH to help you do this. There are also resources to help you learn techniques to manage stress and make the most out of challenging situations – in the lab and at home.

Feel free to come by the OITE at any time to discuss issues you are dealing with. We are happy to speak with you confidentially regarding lab conflicts, applications to graduate or professional school, career progression, and issues at home that are affecting your work. We may refer you to other NIH resources and when appropriate we will offer to help you speak with your mentors. Realize that a postbac experience will have its challenging moments – trainees who take advantage of all of the resources available to them deal more effectively with these challenges.

Here are some NIH resources that can help you have fun, exercise, and deal with issues and conflicts that may arise.

CIVIL

301-402-4845

<http://civil.nih.gov/>

CIVIL is a coordinated NIH resource which strives to attain its vision of “An NIH Work Environment Free of Acts and Threats of Violence”.

Call CIVIL if you need help assessing the potential seriousness of a threatening situation; you are experiencing a threatening situation at work and need intervention from trained staff; you become aware of a workplace situation involving intimidating, harassing, or other unproductive/dangerous behaviors and need consultation; a situation involving threats or aggressive acts already has occurred and you need assistance managing the aftermath and its effect on staff; or you need help in addressing your own aggressive reactions to a workplace situation.

FITNESS CENTERS

<http://www.recgov.org/fitness/fitness.html>

NIH fitness centers are run by the NIH Recreation and Welfare (R&W) Association. Services include weight rooms, aerobics, yoga classes, weight watchers, and personal trainers. Centers are located in

Building 31C, B4 C18, 301-496-8746 and
Rockledge I, Room 5070, 301-435-0038.

NIH EMPLOYEE ASSISTANCE PROGRAM (EAP)

Building 31, B2B57

301-496-3164

<http://dohs.ors.od.nih.gov/eap/index.htm>

The Employee Assistance Program (EAP) is a confidential service available to NIH trainees. You can visit the EAP to discuss work or life concerns including life transitions, work-life balance, career progression, substance abuse, family dynamics, or any other issues that might affect your ability to succeed as a postbac. EAP has an open-door policy and is open 9:00 a.m. to 5:00 p.m., Monday through Friday; you can also call for immediate assistance.

NIH RECREATION & WELFARE ASSOCIATION (R&W)

<http://www.recgov.org/r&w/r&w.html>

The Recreation and Welfare Association (R&W) is an organization designed to provide trainees and employees at NIH with a variety of social, athletic, wellness, educational, and special interest activities. R&W publishes a monthly newsletter describing services on campus and also offers planned excursions and discounted tickets to various activities and events. Additionally, the Association runs the fitness centers and gift shops located throughout campus. To join R&W you must pay an annual membership fee of \$7.00.

OCCUPATIONAL MEDICAL SERVICE (OMS)

Building 10, 6C306

301-496-4411

http://dohs.ors.od.nih.gov/oms_main.htm

Occupational Medical Service (OMS) provides NIH employees and trainees with information and occupation-related medical care to help them perform their jobs in a safe and healthy work environment. OMS conducts preplacement evaluations to review job duties, provides work-related immunizations, and enrolls NIH employees in surveillance programs for public health hazards at their work site (for example, noise, animals, and *M. tuberculosis*). OMS provides clinical care for **occupational injuries and illnesses** and offers administrative assistance with claims for Federal Workers' Compensation benefits.

OFFICE OF THE OMBUDSMAN, CENTER FOR COOPERATIVE RESOLUTION (CCR)

Building 31, Room 2B63

301-594-7231

<http://www4.od.nih.gov/ccr/>

The NIH Office of the Ombudsman, Center for Cooperative Resolution (CCR) is a neutral, independent, and confidential resource providing assistance to NIH scientists, administrators, trainees, and support staff in addressing work-related issues such as authorship and other scientific disputes, employee-supervisor conflict, racial and ethnic tensions, and conflicts between peers. The CCR is open Monday through Friday, 8:30 a.m. to 5:00 p.m.

WHAT IF I GET SICK?

The hospital closest to the NIH is Suburban Hospital, located at 8600 Old Georgetown Road in Bethesda. The main hospital number is 301-896-3100. You can reach the PhysicianMatch information and referral service at 301-896-3939 from 8:30 a.m. to 5:00 p.m., Monday through Friday.

How you select a physician will depend on your health insurance. If you are covered by the FAES policy, you will want to find a doctor who is part of the CareFirst Preferred Provider Network. If you are covered by an HMO (Health Maintenance Organization) you will need to visit one of its doctors. It is best to figure this out **before** you need medical attention.

Make certain to carry your FAES health insurance card or other proof of insurance with you at all times, just in case you need to access emergency health services.

WHAT IF I NEED HELP?

http://dohs.ors.od.nih.gov/eap/eap_numbers.htm

Sometimes things happen: a parent passes away, you suspect a child is being abused, you have been abused, you want help stopping smoking, you are experiencing a mental health crisis. The NIH Employee Assistance Program maintains a list of helpful phone numbers that will connect you with Crisis Centers, smoking cessation centers, resources for single parents, and self-help groups.

WORK/LIFE CENTER

Building 31, B3C15

301-435-1619

<http://hr.od.nih.gov/worklife/default.htm>

The NIH Work/Life Center (WLC) strives to increase employee wellbeing, thereby improving the quality of work and the quality of life at the NIH as a whole. WLC sponsors a variety of programs, including work/life consultations, career consultation, resource and referral services, lactation program, seminar series, career workshops, resource library, etc.

DIVERSITY

The past several decades have been marked by major advances in the biomedical sciences. Future advances require well-trained scientists from a variety of backgrounds and disciplines. In addition, there will be an increasing demand for scientists trained to address the health problems that disproportionately affect minorities and underserved populations in this country. The NIH and the OITE are committed to training a diverse group of outstanding young scientists. You may find that one or more of the following groups can assist you in feeling at home in the NIH community.

AMERICAN INDIAN/ALASKA NATIVE EMPLOYEE COUNCIL (AIANEC)

<http://oeodm.od.nih.gov/aianep/about/aianec.html>

The NIH American Indian/Alaska Native Employee Council (AIANEC) provides NIH employees with an opportunity to explore the culture and heritage of American Indians and Alaska Natives. AIANEC provides advice and insight to NIH offices dealing with American Indian issues and support for recruitment and retention of AI/AN employees in careers in science. The objectives of AIANEC include providing mentoring and a network for personal and professional growth to the AI/AN employee. AIANEC provides opportunities for all NIH personnel to appreciate the cultural heritage and diversity of AI/AN employees. Membership in AIANEC is open to any NIH employee interested in helping accomplish these objectives.

ASIAN AND PACIFIC ISLANDER AMERICAN ORGANIZATION (APAO)

<http://www.recgov.org/r&w/apao/>

The National Institutes of Health Asian and Pacific Islander American Organization (APAO) serves as an independent resource, spokesperson, and advocate for the ethnic Asian and Pacific Islander American (APA) employees of NIH.

ASSOCIATION FOR WOMEN IN SCIENCE (AWIS)

<http://www.awisbethesda.org/>

<http://www.awis.org/>

The Bethesda Chapter of AWIS was formed in 1991. Its members are actively engaged in scientific research, education, administration, and policy activities and are employed in Federal agencies, academia, business, and non-profit organizations. The Chapter presents a yearly seminar series, generally on the NIH campus, which addresses issues of particular relevance to the development of women scientists' careers. Members have access to the chapter electronic mailing list, where they can find and post messages regarding jobs, meetings and Web sites of interest, funding opportunities, mentoring and networking activities, and seminar information. Members also have the opportunity to suggest nominees for the chapter's annual mentoring award, serve on the Board, and nominate candidates to serve as officers of the Board. AWIS is dedicated to the achievement of equity and full participation of women in all areas of science and technology.

INTERNATIONAL WOMEN'S GROUP (IWG)

<http://www.iwgfriends.net/iwg/welcome.html>

IWG welcomes women and families who are new to Bethesda and Rockville, MD, and the Washington, DC, metropolitan area. This international group of women aims to help women cope with adaptation to and integration into a Washingtonian lifestyle by providing a supportive community. IWG provides individuals with an opportunity to meet people from their own countries and many other parts of the world as well as to share their own culture and learn from others. Currently, IWG members include women from all over the world, including the United States. Members come from diverse backgrounds and include working professionals, single women, working mothers, and stay-at-home moms.

NIH BLACK SCIENTISTS ASSOCIATION (BSA)

The NIH Black Scientists Association (BSA) includes scientists, physicians, technologists, and science administrators at the NIH. The BSA promotes professional advancement and serves as an advocate for various health and scientific issues of importance to underrepresented minority communities in general, and to the African American community in particular. The BSA is an autonomous association recognized by the NIH and serving as a resource to the greater NIH community. BSA efforts focus on the recruitment, development, recognition, and promotion of African American scientists and clinicians within the NIH. It also aims to provide those leaving the NIH with tools to be successful in the extramural community.

NIH HISPANIC EMPLOYEE ORGANIZATION (HEO)

<http://heo.nih.gov/>

The National Institutes of Health Hispanic Employee Organization is an independent organization under the auspices and the DHHS-approved charter granted to the DHHS Hispanic Employee Organization, with all of the entitlements and responsibilities that have been afforded to all Hispanic employee organizations in the DHHS since 1981.

The HEO addresses the needs of Hispanic employees relating to employee representation in the work force. The HEO supports the efforts and programs of the NIH that promote equality and fairness in the workplace for all NIH employees.

OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT (OEODM)

<http://oeo.od.nih.gov/>

The NIH Office of Equal Opportunity and Diversity Management (OEODM) serves as the focal point for NIH-wide policy formulation, implementation, coordination, and management of the civil rights, equal opportunity, affirmative employment, and workforce diversity programs of the NIH. Some of the special emphasis programs available through the OEO are the American Indian/Alaska Native Employment Program, the Asian American/Pacific Islander Employment Program, the Black Employment Program, the Disability Employment Program, the Federal Women's Program, and the Hispanic Employment Program.

As part of its critical mission, the OEODM provides guidance on Alternative Dispute Resolution procedures and EEO complaints processing. The OEODM is committed to equal employment opportunity and diversity management in all aspects of employment at the NIH. Equal opportunity at NIH promotes excellence in biomedical research.

SALUTARIS

<http://www.recgov.com/salutaris/index.html>

The purpose of Salutaris is to represent gay, lesbian, bisexual, and transgendered employees; to coordinate meetings, organize social activities, and sponsor educational programs open to all members of the NIH community; to be available as a resource on GLBT issues to the NIH community at large; to provide guidance and recommendations to the NIH OEODM on matters affecting the welfare of GLBT employees; and to assist the OEODM in fostering a workplace environment that is accepting and supportive of GLBT employees. ("Salutaris" is Latin for "health.")

OTHER RESOURCES AT THE NIH

CAFETERIAS

http://does.ors.od.nih.gov/food/dining_locations.htm

- Building 1, Third Floor
- Building 10, Second Floor
- Building 10, First Floor, north entrance to CRC (only soups, wraps, coffee, snacks)
- Building 10, B1-Level
- Building 12B, First Floor
- Building 31, First Floor
- Building 35, First Floor
- Building 38A, B1 Level
- Building 40, First Floor
- Building 45 (Natcher Conference Center), First Floor

CHILD CARE

<http://does.ors.od.nih.gov/childcare/index.htm>

Child care programs/centers are offered at the Bethesda and Executive Boulevard campuses for infants, toddlers, and preschool age children. There is a long waiting list for access to NIH childcare; please contact them as early as possible for information.

CONVENIENCE STORES (R&W SHOPS)

<http://www.recgov.org/r&w/storelocations.htm>

The Recreation and Welfare Association (R&W) runs several convenience stores/gift shops located throughout the NIH.

- Building 10, Room B1C06, 301-496-1262
- Clinical Research Center, 1-2582, 301-451-7708
- Building 31, Room B1W30, 301-496-2670
- Executive Plaza South, Room 150C, 301-402-4331
- Rockledge I, Room 4202, 301-435-0043

INTERPRETING SERVICES

<http://does.ors.od.nih.gov/interpreting/>

The Office of Research Services (ORS) provides support for hearing impaired employees and visitors at NIH. Sign language interpreters are available to

- interpret for conferences, seminars, workshops, staff meetings, doctor/patient interviews, job interviews, training, and telephone calls;
- provide referrals for employees who wish to learn sign language and employees who wish to learn to use a TTY; and
- consult with managers and employees about assistive devices that enable employees who are deaf or hard of hearing to communicate, participate fully in daily activities, and remain safe on the job.

The Sign Language Interpreter is a professional who facilitates communication between a person who is deaf and one who is hearing. An interpreter has acquired sign language skills, has studied techniques and ethics, and has gained knowledge and experience required to function in a professional capacity.

To request the services of an interpreter, please contact the OITE or the organization presenting the event you would like to attend. Be ready to provide the following information:

- Language preference (ASL or Signed English)
- Preferred interpreter
- Date, time, location, and length of the event
- Type of event

Requests may be submitted up to three months prior to an event. Please try to submit your requests at least 2 to 3 weeks in advance or as soon as you know you will need an interpreter.

You can contact the ORS at 301-402-8180 (Voice) or 301-435-1908 (TTY) for more information on services.

KEYS AND LOCKS

To request a new key or lock (or replacement of a broken or lost key or a broken lock) contact an administrative assistant in your unit. That individual will enter a request into the DELPRO system, which will generate a work request form. This form must be signed by your supervisor and forwarded to your AO, since there is a cost involved. If the request is for a new key, you will receive an email from the Locksmith Section when the key is available for pick up in Building 13, Room 1405. Important note: Only you can pick up and sign for your key; be certain to bring your ID badge

In emergencies involving a malfunction of keys or locks, call the Locksmith Section, 301-496-3507; after hours call the NIH police at their non-emergency number: 301-496-5685. You should also call the NIH police if you are locked out of your office or lab.

MAIL

<http://dmcs.ors.od.nih.gov/>

Mail is picked up and delivered to various locations on and off campus twice daily (morning and afternoon). Mail and/or inter-office communications will be delivered and/or collected no later than 10:00 a.m. and 2:00 p.m. Postage stamps for personal use can be purchased at the various R&W gift shops.

NOTARIES PUBLIC

http://does.ors.od.nih.gov/retail/notary_public.htm

Notary public service is supplied to the NIH by R&W. The service is provided free of charge to Clinical Center patients and R&W members (current membership card required); others are charged a nominal fee. For a current listing of Notaries call 301-496-6061. You can also ask in your AO's office if anyone is able to provide this service.

	USEFUL WEBSITES
The Office of Intramural Training & Education (OITE):	http://www.training.nih.gov
NIH Resources	
The main NIH Web site	http://www.nih.gov/
A quick way to find answers to your questions about the NIH	http://jumpstart.nih.gov/
The NIH Enterprise Directory (NED)	http://ned.nih.gov/search
NIH Online Orientation	http://lms.learning.hhs.gov
Security Information at the NIH	http://security.nih.gov/
Guidelines for the Conduct of Research at the NIH	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/Conduct%20Research%206-11-07.pdf
A Guide to Training and Mentoring in the Intramural Research Program at NIH	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/TrainingMentoringGuide_7.3.02.pdf
Guidelines for Scientific Record Keeping in the Intramural Research Program at the NIH	http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/RECORDKEEPING.pdf
The NIH Office of the Ombudsman and Center for Cooperative Resolution	http://www4.od.nih.gov/ccr/ombud.html /
NIH Library	http://nihlibrary.nih.gov/
NIH Videocasts: recordings of NIH lectures and conferences	http://videocast.nih.gov/
NIH Intramural Database: (Institute and Center Annual Reports, which are searchable so that you can find investigators working in particular areas of interest)	http://intramural.nih.gov/search/
NIH Housing List	http://www.recgov.org/housing/Rent.html
NIH Federal Credit Union	http://www.nihfcu.org/

	USEFUL WEBSITES
Transportation	
NIH Travel and Transportation Services	http://dtts.ors.od.nih.gov/transportation.htm
NIH Transhare: Agree not to drive your car to the NIH and receive cash subsidies for public transportation	http://dtts.ors.od.nih.gov/transhare.htm
Washington Metro Area Transit Authority, a guide to the buses and subways in Washington, D.C. and the surrounding counties	http://www.wmata.com
Ride-On Map, map of Montgomery County, MD, bus routes	http://www.montgomerycountymd.gov/tsvtmpl.asp?url=/content/dot/transit/routesandschedules/rideonroutes.asp
Other Resources to Help You Get Settled	
OITE Moving Guide	http://www.training.nih.gov/documents/moving-guide.pdf
Craigslist	http://washingtondc.craigslist.org/
<i>The Washington Post</i>	http://www.washingtonpost.com/
The NIH Fellows Committee (FELCOM) Merchandise and Exchange Board: Furnish your space with items others no longer need.	http://www.studioenterprises.com/recgov/cgi-bin/felcom/discus.cgi
freecycle: Give away items in good condition you no longer need, get items you can use, ease the burden on our landfills	http://www.freecycle.org/aboutus/

VOLUNTEER OPPORTUNITIES

OPPORTUNITIES AT THE NIH

THE NIH CLINICAL CENTER

<http://www.cc.nih.gov/about/jobs/volunteering.shtml/>

Participate in clinical trials as a healthy volunteer

http://www.cc.nih.gov/participate/studies/healthy_vol_prg.shtml or as a patient <http://clinicalstudies.info.nih.gov/>.

To volunteer to help out around the hospital call the Volunteer Office at 301-496-1807.

NIH BLOODBANK

http://www.cc.nih.gov/bloodonor/can_i_donate.html

CHILDREN'S INN AT NIH

Bethesda, MD

301-496-5672

<http://www.childrensinn.org/site/c.kk11KiMXIvF/b.2001931/k.F928/Volunteer.htm/U>

CLINICAL OPPORTUNITIES

SHADY GROVE ADVENTIST HOSPITAL

Rockville, MD

301-279-6111

<http://www.adventisthealthcare.com/SGAH/giving/volunteers.aspx/>

WASHINGTON ADVENTIST HOSPITAL

Takoma Park, MD

304-891-7600

<http://www.adventisthealthcare.com/WAH/giving/volunteers.aspx/>

GEORGE WASHINGTON UNIVERSITY HOSPITAL

Washington, D.C.

202-715-5310

<http://www.gwhospital.com/Volunteering/Complete-List-of-Volunteer-Positions>

SUBURBAN HOSPITAL

Bethesda, MD

301-896-3092

<http://www.suburbanhospital.org/Volunteering/>

CAPITAL HOSPICE

<http://www.capitalhospice.org/>

A local hospice whose goal is to improve care for those facing life-limiting illness.

OTHER OPPORTUNITIES

BETHESDA URBAN PARTNERSHIPS-VOLUNTEER

<http://www.bethesda.org/volunteer/volunteer.htm>

MONTGOMERY COUNTY VOLUNTEER CENTER

Rockville, MD

240-777-2600

<http://www.montgomerycountymd.gov/mcgtmpl.asp?url=/Content/Volunteer/index.asp/>

Online database of over 2,000 volunteer jobs in a variety of community service environments; time commitment varies with job

DC CARES

202-777-4450

<http://www.dc-cares.org/volunteers.html>

Online database of volunteer jobs in the DC area

SINGLE VOLUNTEERS

<http://svdc.org/>

A clearinghouse for volunteer activities in the DC metro area designed to foster new friendships between participants

BURGUNDY CRESCENT VOLUNTEERS

<http://www.burgundycrescent.org/>

A group that supplies volunteers to local and national gay and gay-friendly community organizations in the DC area

THE LOST DOG & CAT RESCUE FOUNDATION

Chantilly, VA

703-295-DOGS

<http://www.lostdogrescue.org/>

An organization that takes in and finds new homes for at-risk dogs and cats

MAYA ANGELOU PUBLIC CHARTER SCHOOL

Washington, D.C.

202-797-8250

<http://www.seeforever.org/INVOLVED/index.html>

Mentors to work with underprivileged students on an individual basis; weekly commitment required

READING FOR THE BLIND AND DYSLEXIC

202-244-8990

e-mail: washingtondc@rfd.org

<http://www.rfd-nih.org/>

Volunteers read scientific textbooks in a recording studio in Building 31; the resulting files are distributed to students nationwide

CRISISLINK

<http://www.crisislink.org/>

Volunteers provide support to those facing life crises, trauma and suicide, and provide information, education and links to community resources to empower people to help themselves.

VICTIM ASSISTANCE AND SEXUAL ASSAULT PROGRAM

Montgomery County

[http://www.montgomerycountymd.gov/hhstmpl.](http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/vasap/index.asp/)

[asp?url=/content/hhs/vasap/index.asp/](http://www.montgomerycountymd.gov/hhstmpl.asp?url=/content/hhs/vasap/index.asp/)

INTERNATIONAL RESCUE COMMITTEE

Silver Spring

[http://www.theirc.org/where/united_states_](http://www.theirc.org/where/united_states_washington_dc/)

[washington_dc/](http://www.theirc.org/where/united_states_washington_dc/)

The IRC helps newly-arrived refugees become independent and self-sufficient.

ENTERTAINMENT

The national capitol area has much to offer in the way of entertainment and relaxation. Whether your passion is nature, history, art, nightlife, or fine food, there is plenty here for you. The museums, parks, and historical sites listed below are just a small sample of the interesting sites and events around town. One of the best ways to learn about other local points of historical and cultural significance—as well as the latest events of interest—is through the Internet. Among the various online art and entertainment guides, the following will help you learn about all that the area has to offer:

<http://www.washington.org/>
<http://eg.washingtonpost.com/>

<http://ticketplace.org>

The Washington area's only authorized half-price ticket outlet, TICKETplace is a service of the Cultural Alliance of Greater Washington in partnership with the John F. Kennedy Center for the Performing Arts, the *Washington Post*, and TICKETMASTER. Since 1981, TICKETplace has served as the region's only discounted ticket outlet for arts organizations.

<http://cityguide.aol.com/washington>
A city guide to everything Washington

MUSEUMS

B'NAI B'RITH KLUTZNICK NATIONAL JEWISH MUSEUM

1640 Rhode Island Avenue NW

Washington, DC 20005

202-857-6583

http://www.bnaibrith.org/prog_serv/museum.cfm

Admission: Free

Metro: Red Line, Farragut North

BETHUNE MUSEUM & ARCHIVES, INC.

1318 Vermont Avenue NW

Washington, DC 20005

202-332-9201

<http://www.nps.gov/mamc/>

Admission: Free

Metro: Blue/Orange Lines, McPherson Square

CONSTITUTION GARDENS

900 Ohio Drive SW

Washington, DC 20242

202-426-6841

Admission: Free

Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Smithsonian

The Gardens are located between the Washington Monument and the Lincoln Memorial, bordered by Constitution Avenue, 17th Street, and the Reflecting Pool.

CORCORAN GALLERY OF ART

500 17th Street NW
Washington, DC 20006
202-639-1700

<http://www.corcoran.org/>

Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West

DAR MUSEUM

1776 D Street NW
Washington, DC 20006
202-628-1776

<http://www.dar.org/museum/>

Admission: Free
Metro: Blue/Orange Lines, Farragut West

DECATUR HOUSE MUSEUM

748 Jackson Place NW
Washington, DC 20006
202-842-0920

<http://www.decatourhouse.org/>

Admission: Admission is charged.
Metro: Blue/Orange Lines, Farragut West

FOLGER SHAKESPEARE LIBRARY

201 East Capitol Street SE
Washington, DC 20003
202-544-4600

<http://www.folger.edu/>

Admission: Free; tours at 11:00 a.m.
Metro: Blue/Orange Lines, Capitol South

FORT WARD MUSEUM

4301 West Braddock Road
Alexandria, VA 22304
703-838-4848

<http://oha.alexandriava.gov/fortward/>

Admission: Free
Metro: Yellow Line, King Street; DASH bus A-T5

INTERNATIONAL SPY MUSEUM

800 F Street NW
Washington, DC 20004
202-393-7798

<http://www.spymuseum.org/>

Admission: Admission is charged.
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

LIBRARY OF CONGRESS

1st Street & Independence Avenue SE
Washington, DC 20540
202-707-8000

<http://www.loc.gov/>

Admission: Free
Metro: Blue/Orange Lines, Capitol South

LILLIAN AND ALBERT SMALL JEWISH MUSEUM

3rd & G Streets NW
Washington, DC 20001
202-789-0900

<http://www.loc.gov/rr/main/religion/jhw.html>

Admission: Free
Metro: Red Line, Judiciary Square

LYCEUM

201 S. Washington Street
Alexandria, VA 22314
703-838-4994

<http://oha.alexandriava.gov/lyceum/>

Admission: Admission is charged.
Metro: Yellow Line, King Street

MANASSAS MUSEUM

9101 Prince William Street
Manassas, VA 22110
703-368-1873

<http://www.manassascity.org/index.aspx?NID=211>

Admission: Admission is charged.

MARIAN KOSHLAND SCIENCE MUSEUM

The National Academies
500 Fifth Street NW
Washington, DC 20001
202-334-1201 or toll-free 888-KOSHLAND
(888-567-4526)

<http://www.koshland-science-museum.org/>

Admission: Admission is charged.
Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown

NATIONAL ARCHIVES

700 Pennsylvania Avenue NW

Washington, DC 20408

866-325-7208

<http://www.archives.gov/>

Admission: Free

Metro: Green/Yellow Lines, Archives

NATIONAL ARCHIVES AT COLLEGE PARK

8601 Adelphi Road

College Park, MD 20740

301-713-6800

<http://www.archives.gov/dc-metro/>

Admission: Free

NATIONAL BUILDING MUSEUM

401 F Street NW

Washington, DC 20001

202-272-2448

<http://www.nbm.org/>

Admission: Free

Metro: Red Line, Judiciary Square

NATIONAL GALLERY OF ART

4th Street & Constitution Avenue NW

Washington, DC 20565

202-737-4215

<http://www.nga.gov/>

Admission: Free

Metro: Red Line, Judiciary Square

NATIONAL GEOGRAPHIC MUSEUM AT EXPLORERS HALL

17th & M Streets NW

Washington, DC 20036

202-857-7588

<http://events.nationalgeographic.com/events/locations/center/museum/>

Admission: Free to most exhibits

Metro: Red Line, Farragut North

**NATIONAL MUSEUM OF AMERICAN JEWISH
MILITARY HISTORY**

1811 R Street NW

Washington, DC 20009

202-265-6280

<http://www.nmajmh.org/>

Admission: Free

Metro: Red Line, Dupont Circle

NATIONAL MUSEUM OF HEALTH & MEDICINE

WALTER REED MEDICAL CENTER

6900 Georgia Avenue & Elder Street NW

Building 54

Washington, DC 20307

202-782-2200

<http://www.nmhm.washingtondc.museum/>

Admission: Free

Metro: Red Line, Takoma

NATIONAL MUSEUM OF WOMEN IN THE ARTS

1250 New York Avenue NW

Washington, DC 20005

202-783-5000

<http://www.nmwa.org/>

Admission: Free

Metro: Blue/Orange/Red Lines, Metro Center

THE NEWSEUM

555 Pennsylvania Avenue NW

Washington, DC 20001

888-639-7386

<http://www.newseum.org/index.aspx/>

Admission: Admission is charged.

Metro: Red Line, Judiciary Square; Green/Yellow Lines,
Navy Memorial – Penn Quarter

OCTAGON MUSEUM

1799 New York Avenue NW

Washington, DC 20006

202-638-3221

<http://www.archfoundation.org/octagon/>

Admission: Admission is charged.

Metro: Red Line, Farragut North

THE PHILLIPS COLLECTION

1600 21st Street NW

Washington, DC 20009

202-387-2151

<http://www.phillipscollection.org/>

Admission: Admission to the permanent collection is
free during the week.

Metro: Red Line, Dupont Circle

SMITHSONIAN

AMERICAN ART MUSEUM

8th & G Streets NW
Washington, DC 20013
202-357-2700

<http://americanart.si.edu/>

Metro: Green/Red/Yellow Lines, Gallery Place/Chinatown
Comments: In the same building as the Portrait Gallery.

ANACOSTIA MUSEUM

1901 Fort Place SE
Washington, DC 20013
202-357-2700

<http://anacostia.si.edu/>

Admission: By appointment only
Metro: Green Line, Anacostia, then W2 or W3 bus
Comments: Has one of the city's finest collections of African-American art.

ARTHUR M. SACKLER GALLERY

1050 Independence Avenue SW
Washington, DC 20013
202-357-2700

<http://www.asia.si.edu/>

Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Specializes in Asian art.

ARTS & INDUSTRIES BUILDING

900 Jefferson Drive SW
Washington, DC 20013
202-357-2700

Smithsonian <http://www.si.edu/ai/>

Metro: Blue/Orange Lines, Smithsonian
Closed for renovations

FREER GALLERY OF ART

12th Street & Jefferson Drive SW
Washington, DC 20013
202-357-2700

<http://www.asia.si.edu/>

Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: This building, physically connected to the Sackler Gallery, specializes in Japanese artifacts.

HIRSHHORN MUSEUM & SCULPTURE GARDEN

7th Street & Independence Avenue SW
Washington, DC 20013
202-633-2773

<http://hirshhorn.si.edu/>

Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: An impressive collection of sculpture, classic and modern, plus contemporary art.

NATIONAL AIR & SPACE MUSEUM

6th Street & Independence Avenue SW
Washington, DC 20013
202-357-2700

<http://www.nasm.si.edu/>

Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Spaceships and aircraft plus an IMAX Theater.

NATIONAL AIR & SPACE MUSEUM

STEVEN F. UDVAR-HAZY CENTER

Located near Dulles Airport in the Virginia countryside
202-633-1000

<http://www.nasm.si.edu/udvarhazy/>

Admission: Free, but parking costs \$12
Comments: Contains, among hundreds of actual aircraft, the space shuttle Enterprise, the Concorde, the Enola Gay, and the Lockheed SR-71 Blackbird.

NATIONAL MUSEUM OF AFRICAN ART

950 Independence Avenue SW
Washington, DC 20013
202-633-4600

<http://www.nmfa.si.edu/>

Admission: Free
Metro: Blue/Orange Lines, Smithsonian
Comments: Ancient African Art to 20th century artifacts.

NATIONAL MUSEUM OF AMERICAN HISTORY

14th Street & Constitution Avenue NW
Washington, DC 20013
202-633-1000

<http://americanhistory.si.edu/>

Admission: Free, Hours: 10 a.m. to 5:30 p.m.
Metro: Blue/Orange Lines, Smithsonian
Comments: Items from 200 years of American existence; railroad engines to computers to WWII and much more including the art of each period.

NATIONAL MUSEUM OF THE AMERICAN INDIAN

4th Street and Independence Avenue SW
Washington, D.C. 20024
202-633-1000

<http://www.nmai.si.edu/>

Admission: Free

Metro: All lines except Red, L'Enfant Plaza

NATIONAL MUSEUM OF NATURAL HISTORY

10th Street & Constitution Avenue NW
Washington, DC 20013
202-357-2700

<http://www.mnh.si.edu/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

NATIONAL PORTRAIT GALLERY

8th & F Streets NW
Washington, DC 20013
202-275-1738

<http://www.npg.si.edu/>

Comments: In the same building as the American Art Museum.

NATIONAL POSTAL MUSEUM

2 Massachusetts Avenue NE
Washington, DC 20013
202-633-5555

<http://www.npm.si.edu/>

Admission: Free

Metro: Red Line, Union Station

Comments: Washington's first post office, now an active historic site providing exhibits, lectures, and special family events.

RENWICK GALLERY

17th Street & Pennsylvania Avenue NW
Washington, DC 20560
202-357-2700

<http://americanart.si.edu/renwick/>

Admission: Free

Metro: Red Line, Farragut North

Comments: A collection of Oriental and contemporary American art, crafts, and artifacts.

SUMNER SCHOOL MUSEUM & ARCHIVES

1201 17th Street NW
Washington, DC 20036
202-442-6060

<http://www.nps.gov/history/nr/travel/wash/dc58.htm>

Admission: Free

Metro: Red Line, Farragut North

THE TEXTILE MUSEUM

2320 S Street NW
Washington, DC 20008
202-667-0441

<http://www.textilemuseum.org/>

Admission: Free (suggested contribution of \$5)

Metro: Red Line, Dupont Circle

UNITED STATES BOTANIC GARDEN

100 Maryland Avenue SW
Washington, DC 20001
202-225-8333

<http://www.usbg.gov/index.cfm>

Admission: Free

Metro: Blue/Orange Lines, Federal Center SW or Capital South

UNITED STATES NATIONAL ARBORETUM

3501 New York Avenue NE
Washington, DC 20002-1958
202-245-2726

<http://www.usna.usda.gov/index.html>

Admission: Free

Metro: check the Arboretum Web page for directions

UNITED STATES HOLOCAUST MEMORIAL MUSEUM

100 Raoul Wallenberg Place SW
(14th Street & Independence Avenue)
Washington, DC 20024
202-488-0400

<http://www.ushmm.org/>

Admission: Free, but requires advance time-entry pass.

Metro: Blue/Orange Lines, Smithsonian

NATIONAL/STATE PARKS AND HISTORIC SITES

FORD'S THEATER NATIONAL HISTORIC SITE

511 10th Street NW

Washington, DC 20004

202-347-4833 (Box Office)

<http://www.nps.gov/foth/>

Admission: Free. Admission to theatrical performances is by paid ticket only

Metro: Blue/Orange/Red Lines, Metro Center, Green/Red/Yellow Lines, Gallery Place/Chinatown

Comments: The theater where President Abraham Lincoln was shot and the house across the street where he died early the next day are preserved as Ford's Theater National Historic Site.

FRANKLIN DELANO ROOSEVELT MEMORIAL

1850 West Basin Drive SW

Washington, DC 20024

202-376-6704

<http://www.nps.gov/fdrm/>

Admission: Free

Metro: Blue/Orange Lines, Smithsonian

FREDERICK DOUGLASS NATIONAL HISTORIC SITE

1411 W Street SE

Washington, DC 20020

202-426-5961

<http://www.nps.gov/frdo/>

Admission: Admission is charged.

Metro: Green Line, Anacostia; B-5 bus (Mt. Rainier)

Comments: Frederick Douglass lived at Cedar Hill from 1877 until 1895. His fully restored Victorian home on the heights overlooking Anacostia offers a panoramic view of the U.S. Capitol, the Washington Monument, and the city of Washington.

GREAT FALLS PARK

Potomac, Maryland

301-299-3613

<http://www.nps.gov/choh/>

Admission: Admission is charged.

Comments: About 15 miles from the Mall, at the end of MacArthur Boulevard, are the Great Falls of the Potomac. The restored 19th century tavern was an important stopping point on the C&O Canal and is now a museum. Woodland paths and picnic areas are further features of the park, which is also a good starting point for hiking or cycling along the towpath. Great Falls is part of the larger Chesapeake and Ohio Canal National Historic Park, which runs for 184.5 miles from Georgetown to Cumberland, MD.

GREAT FALLS PARK, VIRGINIA

9200 Old Dominion Drive

703-285-2965

<http://www.nps.gov/grfa/>

Admission: Admission is charged.

Comments: Excellent views of the cascading Potomac. The park has a snack bar, restrooms, visitor center, picnic facilities, and hiking trails. Fishing is permitted, but swimming and wading are not.

KOREAN WAR VETERANS MEMORIAL

Independence Avenue at the Lincoln Memorial

Washington, DC

202-619-7222

<http://www.nps.gov/kwvm/>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Foggy Bottom

LINCOLN MEMORIAL

West Potomac Park at 23rd Street NW

Washington, DC

202-426-6841

<http://www.nps.gov/linc/>

Metro: Blue/Orange Lines, Foggy Bottom

**MARY MCLEOD BETHUNE COUNCIL HOUSE
NATIONAL HISTORIC SITE**

1318 Vermont Avenue NW
Washington, DC 20005
202-673-2402

<http://www.nps.gov/mamc/>

Admission: Free

Metro: Blue/Orange Lines, McPherson Square

Comments: The Site houses the Bethune Museum and Archives, Inc., and is dedicated to the collection, preservation, and interpretation of African American women's history.

NATIONAL AQUARIUM IN BALTIMORE, MARYLAND

Pier 3, 501 East Pratt Street
410-576-3800

<http://www.aqua.org/>

Comments: The lightship Chesapeake is docked nearby.

NATIONAL MALL

Washington, DC

<http://www.nps.gov/nama/index.htm>

Admission: Free. Permits are required for special events and First Amendment activities.

Metro: Blue/Orange Lines, Smithsonian

Comments: The Mall extends from the Capitol to the Washington Monument. Footpaths, bikeways, information and map kiosks, and refreshment stands adorn the Mall. Bordering the Mall are the Department of Agriculture, the National Gallery of Art, and many of the Smithsonian Institution museums: Freer Gallery, Sackler Gallery, African Art, Arts and Industries, Hirshhorn Museum and Sculpture Garden, Air and Space, American History, and the central Smithsonian Institution building.

NATIONAL WORLD WAR II MEMORIAL

17th Street between Constitution and Independence Avenues
Washington, DC
202-619-7222

<http://www.nps.gov/nwwm/>

Admission: Free, Permits are required for special events and First Amendment Activities.

Metro: Blue/Orange Lines, Smithsonian

NATIONAL ZOO

The Zoo is located in northwest Washington, DC, at 3001 Connecticut Avenue.

202-673-4800 General Information Recording

202-673-4717 Information Desk

202-673-4731 Zoo Park Police (In stormy weather, call here to see if the zoo is open.)

<http://nationalzoo.si.edu/>

Metro: Red Line, Woodley Park/Zoo or Cleveland Park

Bus: L1 and L2 buses at the Connecticut Avenue entrance; H2 and H4 buses at Harvard Street.

Car: Parking is very limited. From May to September, lots may be filled by 10:30 a.m. Parking fees are calculated by the hour.

ROCK CREEK PARK

3545 Williamsburg Lane NW

Washington, DC 20008

202-895-6000

<http://www.nps.gov/rocr/>

Admission: Free

Comments: Established in 1890, Rock Creek Park offers 29 miles of hiking trails, 11 miles of bridle trails, tennis courts, athletic fields, and dozens of picnic areas. Rock Creek Horse Centre on Glover Road offers horse rentals and riding instruction. There is an 18-hole golf course with golf cart and club rental at 16th and Rittenhouse Streets. Reservations are required for the tennis courts. The Rock Creek Nature Center gives guided nature walks daily and has nature exhibits and planetarium shows. Demonstrations at Pierce Mill illustrate the working of a 19th century gristmill. Tours are given of the Old Stone House, the oldest dwelling in Washington.

**SEWALL-BELMONT HOUSE
NATIONAL HISTORIC SITE**
144 Constitution Avenue NE
Washington, DC 20002
202-546-3989

Admission: Free
Metro: Red Line, Union Station

SHENANDOAH NATIONAL PARK, VIRGINIA
80 miles southwest of Washington via I-66 and US 340
or via I-66 and US 211
540-999-2243
Admission: Admission is charged.

Comments: Skyline Drive threads for 105 miles through the Blue Ridge Mountains. The park has campgrounds, mountain cottages, lodges, fishing, horse rentals, picnic spots, 94 miles of the Appalachian Trail, and 200 miles of park trails.

THEODORE ROOSEVELT ISLAND
Washington, DC
703-289-2500
Admission: Free. Fishing permits are required for persons older than 16. Vehicles are not permitted on the island.
Metro: Blue/Orange Lines, Rosslyn

Comments: The parking area is accessible from the northbound lane of the George Washington Memorial Parkway on the Virginia side of the Potomac River. A foot-bridge connects the island to the Virginia shore. The island is also accessible to pedestrians via the Metro station at Rosslyn and a 20-minute walk following city streets to the Key Bridge, where the Mount Vernon Trail begins. Follow the trail to the island entrance.

THOMAS JEFFERSON MEMORIAL
Tidal Basin, South End
15th Street SW
Washington, DC
202-426-6841
<http://www.nps.gov/thje/>
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Smithsonian

UNITED STATES CAPITOL
Capitol Hill, east end of the Mall
<http://www.aoc.gov/cc/capitol/index.cfm>
Admission: Free, but the Capitol is open for public tours only and a ticket is required. Tours are conducted Monday through Saturday from 9:00 am to 4:30 pm. Tickets can be obtained from the kiosk near the intersection of First Street SW and Independence Avenue.
Metro: Red Line, Union Station

Comments: The Capitol is the centerpiece of the Capitol Complex, which includes six Congressional office buildings and the three buildings of the Library of Congress.

UNITED STATES NAVY MEMORIAL
701 Pennsylvania Avenue NW, Suite 123
Washington, DC 20004
202-737-2300
<http://www.navyemorial.org/>
Admission: Free
Metro: Green/Yellow Lines, Archives

VIETNAM VETERANS MEMORIAL
Constitution Avenue & Henry Bacon Drive NW
Washington, DC 20001
202-634-1568
<http://www.nps.gov/vive/>
Admission: Free. Permits are required for special events and First Amendment activities.
Metro: Blue/Orange Lines, Foggy Bottom

Comments: The Memorial also includes the Three Servicemen Statue and the Vietnam Women's Memorial.

WASHINGTON MONUMENT
Constitution Avenue at 15th Street NW
Washington, DC 20001
202-426-6841
<http://www.nps.gov/wamo/>
(Inclined pathways lead from the parking lot and 15th Street to the entrance and elevator.)
Admission: Free, but a ticket is required.
The Washington Monument Lodge on 15th Street opens at 8:30 am for distribution of same-day, timed tickets. An individual can pick up as many as six tickets. Tickets can be reserved in advance for a \$1.50 fee per ticket at <http://www.recreation.gov>.
Metro: Blue/Orange Lines, Smithsonian

Comments: An elevator takes visitors to the 500-foot level. Return is by elevator as well. If you wish to walk down the 898 steps, you must make arrangements beforehand with the staff.

WHITE HOUSE
1600 Pennsylvania Avenue NW
Washington, DC 20005
202-456-7041
Admission: Free. Tours of the White House Executive Residence are available for groups of ten or more. Requests must be submitted to your Member of Congress. Visit <http://www.whitehouse.gov/history/tours/> or call the number above for updates.
Metro: Blue/Orange Lines, Federal Triangle;
Blue/Orange/Red Lines, Metro Center

AFTER YOUR POSTBAC: COMING BACK TO THE NIH

We hope your postbac experience at the NIH is so successful that you will be eager to spend more time here. You may want to consider the following NIH training programs as you build your career. Also, remember that you can return to the NIH as a postdoctoral or clinical fellow after completing your formal education.

THE GRADUATE PARTNERSHIPS PROGRAM (GPP)

If graduate school is in your future, the Graduate Partnerships Program will allow you to take advantage of the incredible research resources at the NIH while earning your PhD. The NIH has a 50-year history of training graduate students. In 2000, the decision was made to expand the NIH role in graduate education by establishing formal NIH/University partnerships through the Graduate Partnerships Program (GPP). These **institutional** partnerships allow students to do most of their academic coursework at, and receive their degree from, the university while completing all or part of their dissertation research at the NIH. Several IC-administered institutional partnerships provide a similar opportunity. U.S. citizens and permanent residents are eligible to apply to these formal NIH/university partnerships. Finally, students of any nationality who have passed their qualifying examinations in a university PhD program anywhere in the world may create **individualized** collaborations between an NIH investigator and their university research mentor.

In addition to administering multiple institutional partnerships, the GPP helps prepare all NIH graduate students to become innovative and creative leaders in the scientific research community. The GPP provides programs, services, individual assistance, and resources to enhance the academic, professional, and career development of the more than 500 graduate students who work and study at the NIH. For more information, visit <http://gpp.nih.gov>.

THE HHMI RESEARCH SCHOLARS PROGRAM

The HHMI-NIH Research Scholars Program ("Cloister Program") was established in 1985 as a joint venture of the Howard Hughes Medical Institute, one of the nation's largest private biomedical research organizations, and the NIH. The mission of the program is to increase the pool of clinician scientists in the U.S. by providing medical and dental students intensive research training at the NIH. Research Scholars spend a year on the NIH campus in Bethesda conducting basic, translational, or applied biomedical research under the direct mentorship of senior NIH researchers while living among their peers at the Cloister, the Research Scholars' on-campus residence. Students in good standing at U.S. medical and dental schools are eligible to apply to the program. Approximately 42 students are accepted into the program each year. For further information, visit www.hhmi.org, call 1-800-424-9924, or e-mail research_scholars@hhmi.org.

THE CLINICAL RESEARCH TRAINING PROGRAM (CRTP)

The Clinical Research Training Program (CRTP) was established in 1997 at the recommendation of a panel of experts advising the NIH Director on the future of clinical research. It is a public-private partnership supported jointly by the NIH and a grant to the Foundation for NIH from Pfizer Inc. This individualized training program is designed to attract the nation's most creative, research-oriented medical and dental students to clinical or translational research early in their careers. Participants engage in a mentored clinical or translational research project in an area that matches their personal interests and goals. Students who have completed one year of clinical rotations in medical or dental school are invited to apply. In most cases, students apply during their third year and, if selected, enter the next CRTP class in the summer. CRTP students usually spend one year on campus working in the NIH Intramural Research Program, with the possibility of an extension for a second year. Medical and dental students who are U.S. citizens or permanent residents and are enrolled in a medical school accredited by the Liaison Committee on Medical Education (LCME)

or a dental school that is accredited by the Commission on Dental Accreditation are eligible to apply. The program currently accepts 30 new students per year. More information is available online at <http://www.cc.nih.gov/training/crtp/crtp.html>.

THE NIH CLINICAL ELECTIVES PROGRAM (CEP)

The NIH Clinical Electives Program (CEP) provides opportunities for medical and dental students to care for patients at the NIH Clinical Center and explore clinical investigation or translational research in more than 30 medical or surgical subspecialty areas. CEP is open to medical or dental students in good academic standing who have completed (or are in the process of completing) their core clerkships in medicine, obstetrics and gynecology, pediatrics, psychiatry, and surgery, or their required core courses in dental school. Most rotations in the specialty or subspecialty electives offered through CEP are for periods of four to eight weeks, beginning usually on the first Monday of each month. Students interested in Medical Informatics should note that it is offered for elective rotations only in the months of March and April. For interested students with appropriate qualifications, individualized **research elective rotations** may also be arranged in the basic or clinical sciences with the consent of an established NIH Principal Investigator. More information about CEP is available at http://www.cc.nih.gov/training/students/clinical_electives.html.

GRADUATE MEDICAL EDUCATION (GME) PROGRAMS

The Graduate Medical Education (GME) Programs at the NIH provide medical school graduates with Residency or Fellowship training experiences in 17 Accreditation Council for Graduate Medical Education accredited specialty areas, including Allergy and Immunology, Internal Medicine (Critical Care, Endocrinology, Hematology, Infectious Disease, Oncology and Rheumatology), Anatomic Pathology and its subspecialties (Blood Banking/Transfusion Medicine, Cytopathology and Hematopathology), Hospice and Palliative Care Medicine, Medical and Medical Biochemical Genetics, Pediatrics (Endocrinology), Psychiatry, and Vascular Neurology. These programs, which prepare graduates for independent medical practice and specialty or subspecialty Board certification, combine comprehensive patient care experiences focusing on the diagnosis and conventional treatment of human disease with broad educational exposure to the principles and practice of biomedical research and therapeutic innovation. The distinguishing characteristic of GME Programs at NIH is the unparalleled opportunity for Resident and Fellow trainees to participate simultaneously in scientific investigation and clinical research while developing the clinical skills requisite for medical practice under the supervision of highly accomplished and internationally renowned physician-scientists.

GME Programs provide training experiences principally within the NIH Clinical Center, located on the Bethesda campus. The Clinical Center supports approximately 1,450 active investigational protocols and provides care to more than 6000 inpatients and 90,000 outpatients enrolled in these protocols each year. It is the academic "home" to more than 300 Residents and Clinical Fellows who participate in its accredited training programs and other graduate medical education programs. More information about NIH Graduate Medical Education Programs is available at <http://www.cc.nih.gov/training/gme.html>.

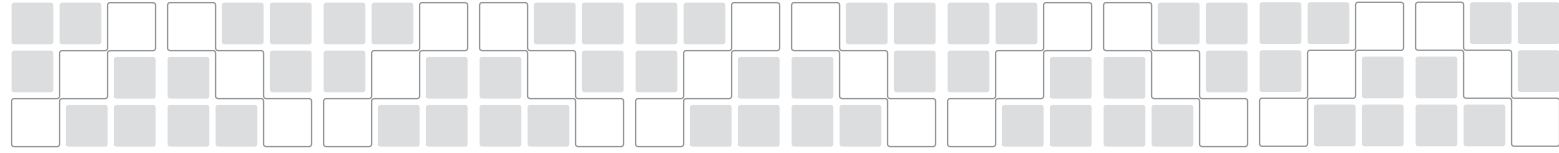
NIH LOAN REPAYMENT PROGRAMS

If you are an employee in the NIH Intramural Research Program, in exchange for a two- or three-year (for Intramural General Research) commitment to your research career, the NIH Intramural Loan Repayment Program (ILRP) will repay up to \$35,000 per year of your qualified educational debt. In addition, the NIH will make Federal tax payments to the Internal Revenue Service at the rate of 39% to cover your increased Federal taxes. To qualify you must be a U.S. citizen, national, or permanent resident; hold a doctoral degree; have educational debt equivalent to at least 20% of your base salary; and work at least 20 hours per week. There are four targeted ILRPs: (1) the AIDS Research ILRP, which is designed to attract highly qualified physicians, nurses, and scientists to HIV/AIDS research and research training; (2) the Clinical Research ILRP for Individuals from Disadvantaged Backgrounds, which is designed to recruit highly qualified physicians, nurses, and scientists from disadvantaged backgrounds to serve as clinical researchers; (3) the General Research ILRP, which covers biomedical, behavioral, and social science health-related research; and (4) the General Research ILRP for Accreditation Council for Graduate Medical Education (ACGME) Fellows, which is a pilot initiative currently available to fellows employed by NIH in subspecialty and residency training programs accredited by ACGME.

Loan repayment is also available for individuals working at nonprofit institutions outside the NIH. This extramural loan repayment is more limited in scope, applying only to individuals involved in clinical, pediatric, health disparities, and contraception and infertility research and to clinical researchers from disadvantaged backgrounds. For more information please visit the Web site, www.lrp.nih.gov.

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National Institutes of Health
Postbac Handbook
2 Center Drive
Building 2, Second Floor
Bethesda, MD 20892-0240
301-496-2427
<http://www.training.nih.gov>

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in its training and employment programs.*

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